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SEI Family Office Services

ARCHWAY PLATFORM

Customizing your AP workflows.

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Your speakers today.

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Client Service Manager

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Client Relations Analyst

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Agenda.

1.	Understanding the Workflow Manager.
2.	Structuring your workflows.
3.	Utilizing your workflows.
4.	Setting up your notifications.
5.	Unique methods of leveraging workflows.
6.	Additional resources.

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Customizing your AP workflows.

Understanding the Workflow Manager.

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What is workflow in the Archway Platform.

The workflow functionality in the Archway Platform represents a suite of tools that allow you to **automate** your internal **approval processes** and controls, specifically related to **accounts payable** and other operational functions.

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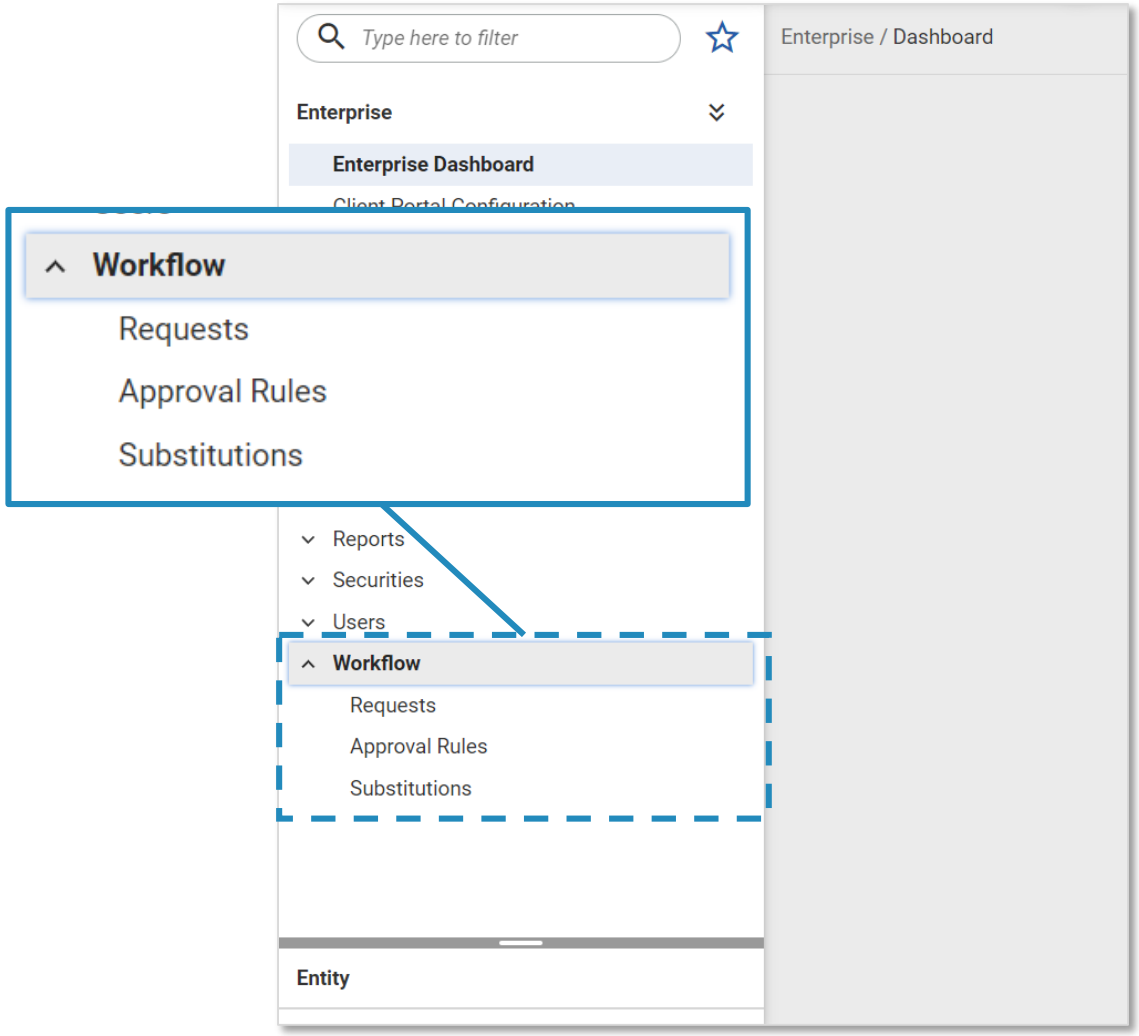
Where to find the Workflow Manager.

- Centralized location in the **Workflow Manager**
- One-stop-shop for all of the workflow-related functionality, including:
  - **Requests:** Dashboard for all approval requests requiring your approval, approvals you have requested, and all requests across the enterprise
  - **Approval Rules:** Configuration and setup hub for all approval workflows
  - **Substitutions:** List of designated approvers that can approve other users' workflows in their absence
- Located in **Enterprise Menu → Workflow**



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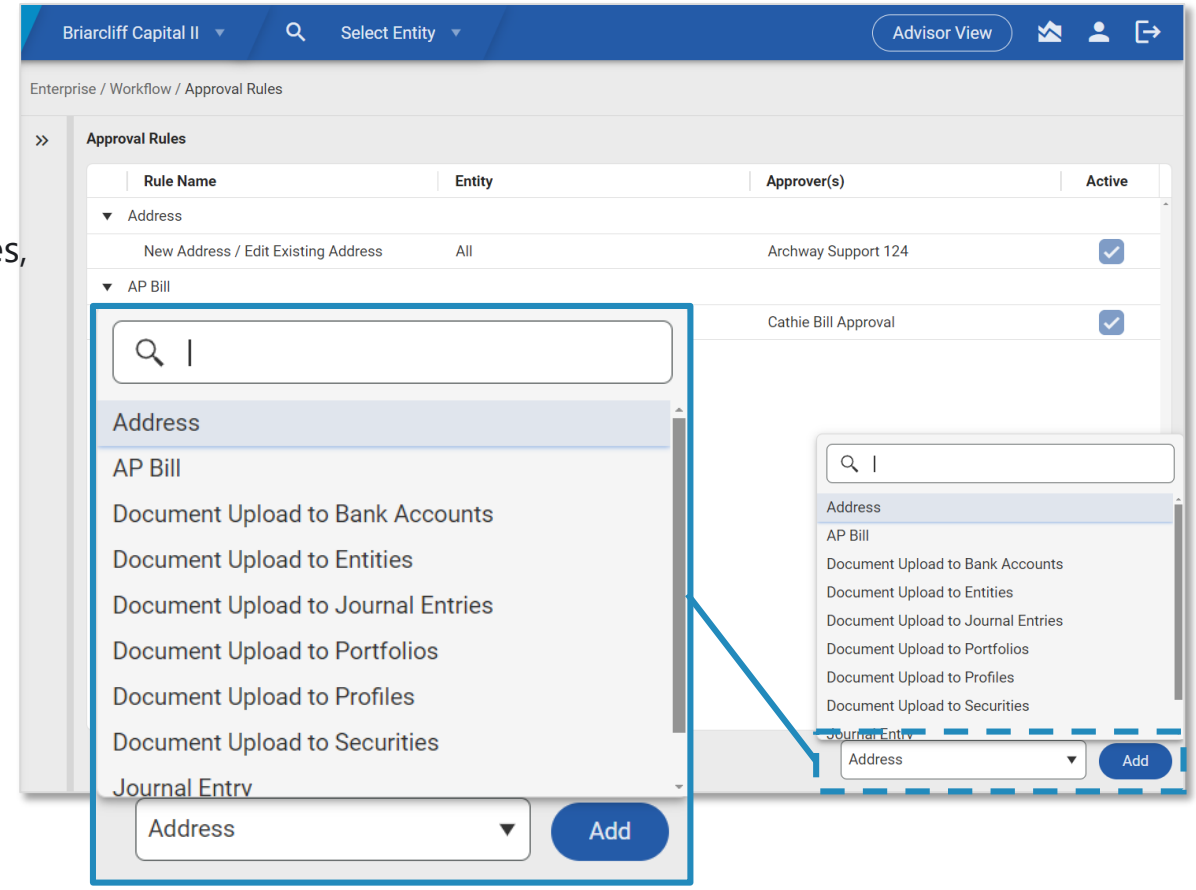
What are examples of workflow.

- What types of **approval workflows** can I create?
  - Adding addresses
  - Approving AP Bills
  - Multiple document uploads (e.g. bank accounts, journal entries, and profiles)
  - Approving Journal Entries
  - Adding new profiles
  - Processing AP Payments
- Configured at **Enterprise → Workflow → Approval Rules**



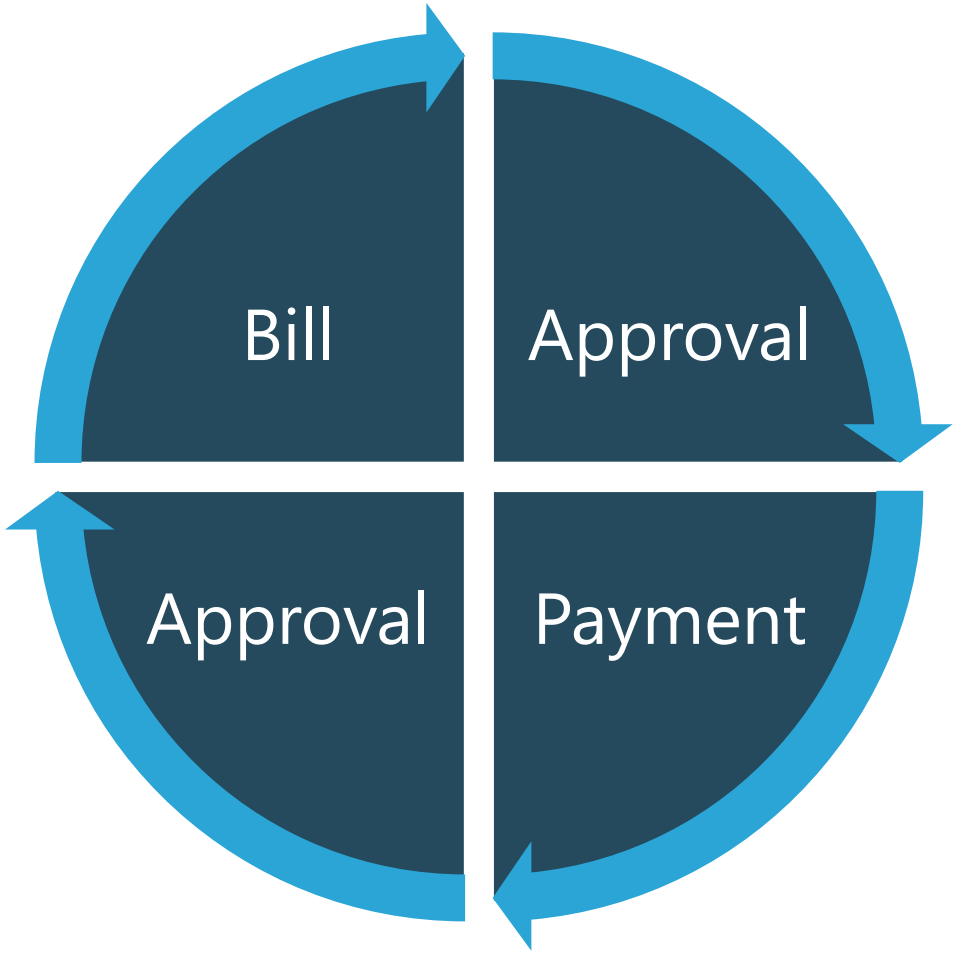
What are examples of workflow: Bills vs. Bank Accounts.

Bill workflow:

- Bill enters review/approval process after being created and saved
- Approver reviews individual Bills
- Bill cannot be paid until fully approved
- Configured at **Enterprise → Workflow → Approval Rules**

Payment workflow:

- Payment enters Workflow process after being created and saved
- Approver reviews total Payment Cycle
- Payment will not post until fully approved
- Configured at **Entity → Setup → Bank Accounts**



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Customizing your AP workflows.

Structuring your workflows.

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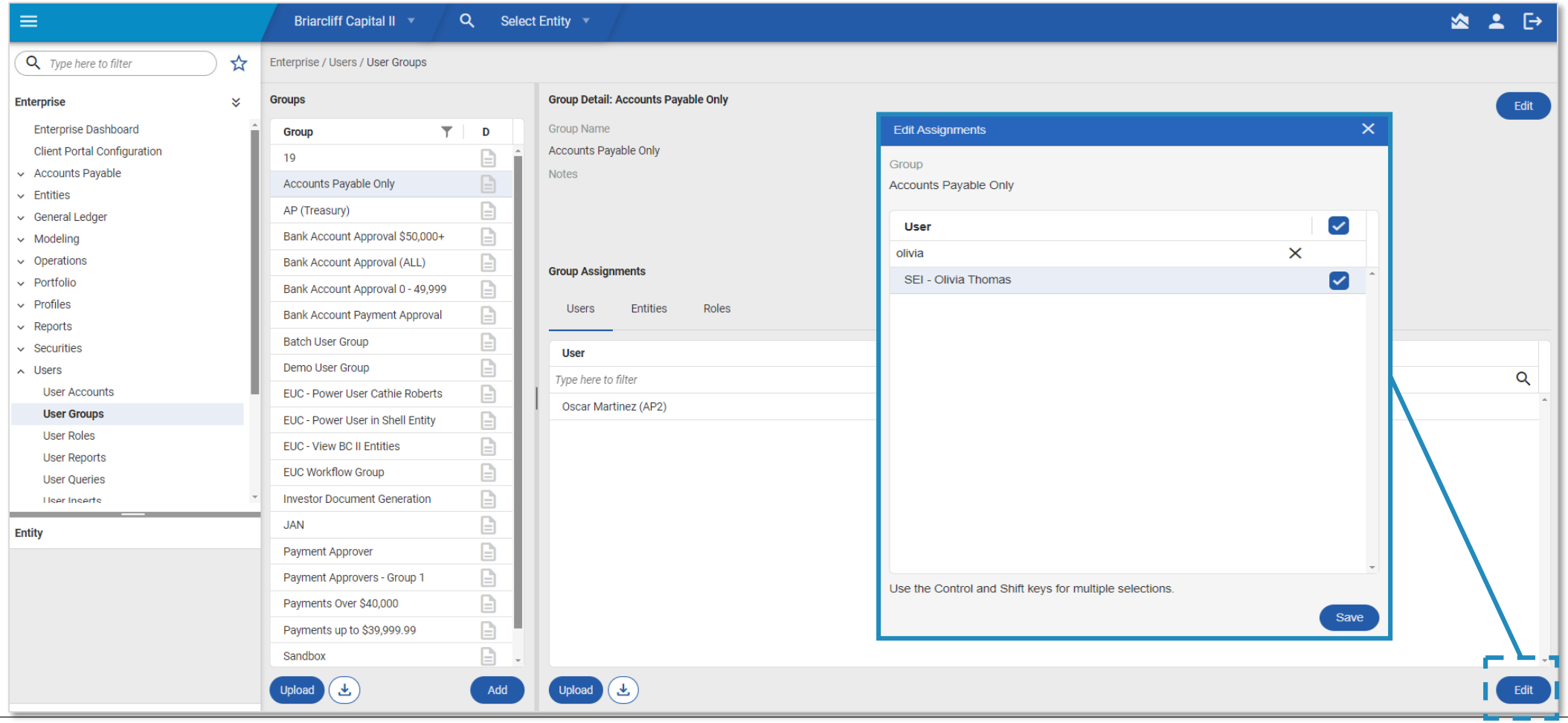
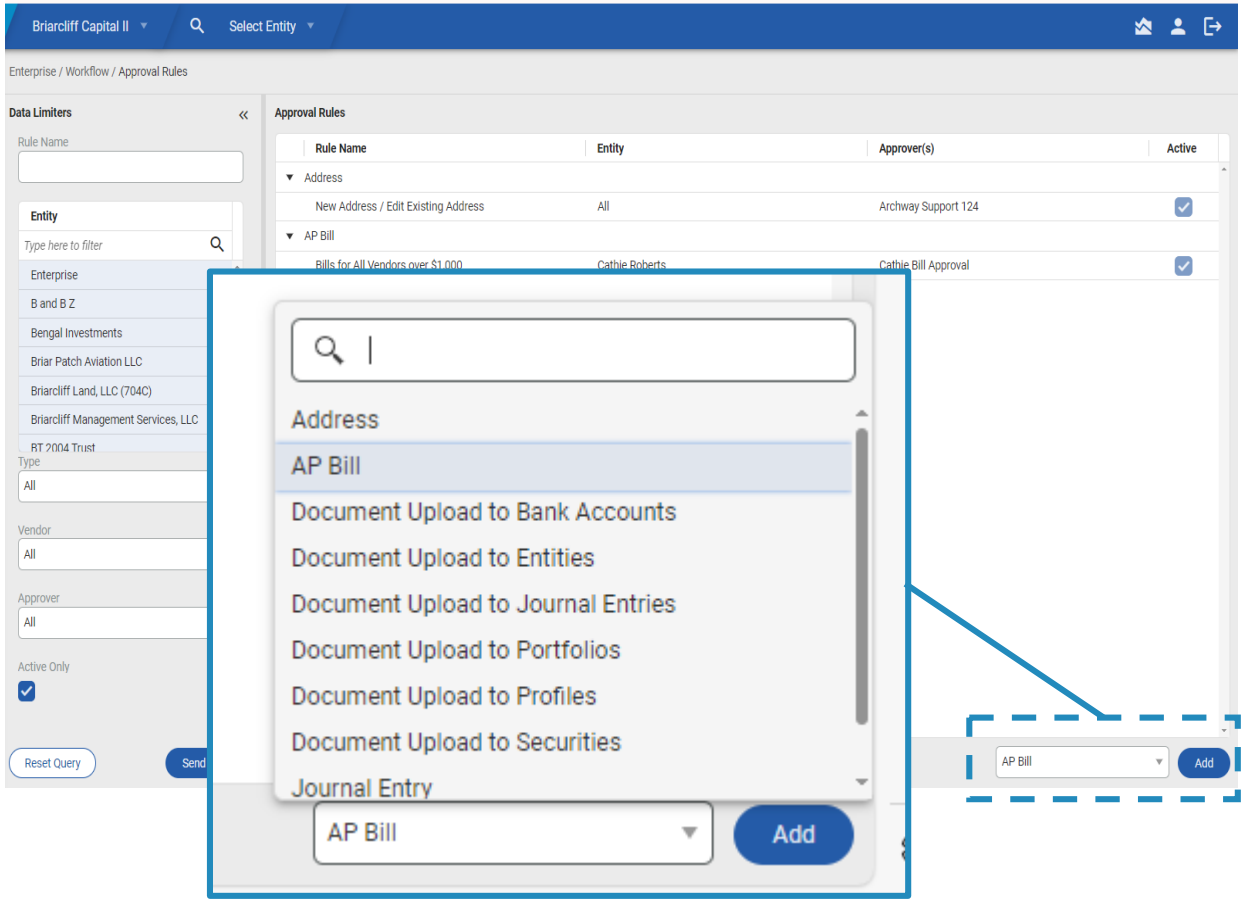
Setting up your approvers: Quick reminders.



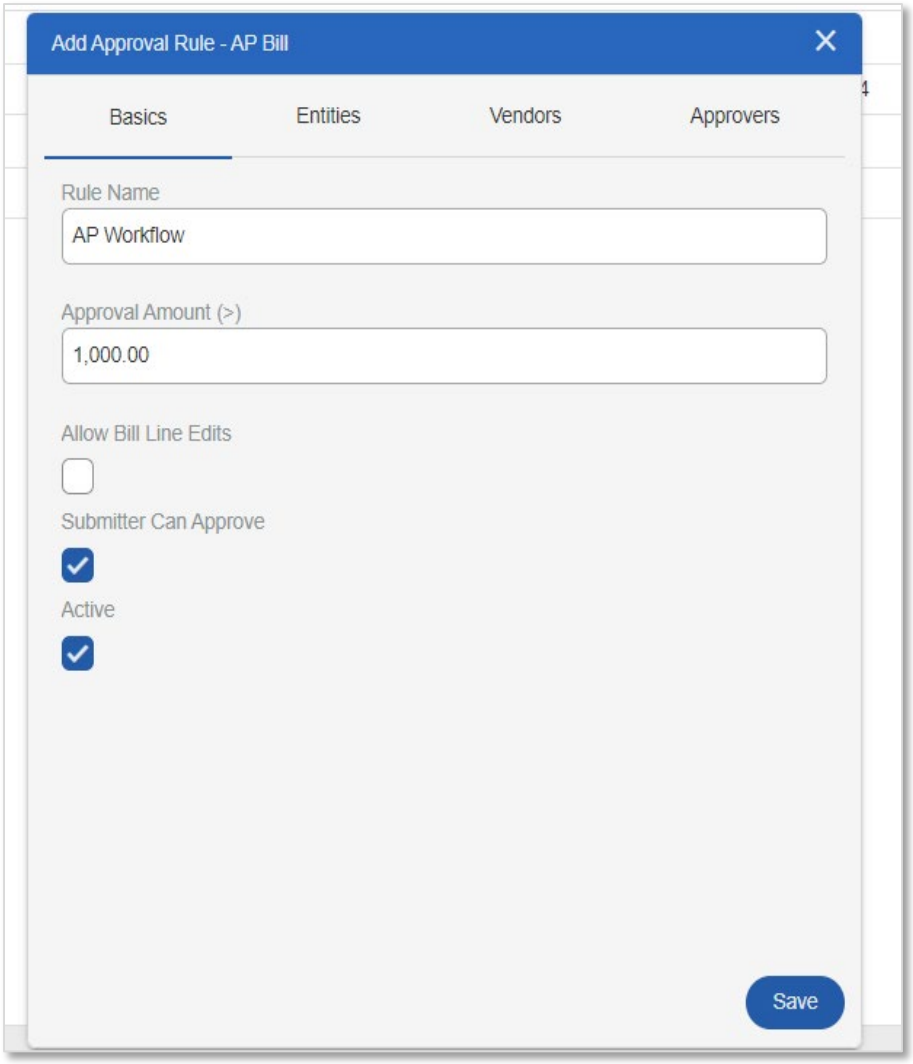
Setting up your approval rules.

- Approval rules can be set for **specific vendors** or **across your entire enterprise**
- Users have the ability to make your approval workflows as broad or specific as you wish
- Configured at **Enterprise → Workflow → Approval Rules**



Setting up your approval rules.

- Key configurations on the **Basics** tab:
  - **Approval Amount:** Amount threshold for the approval allows you to configure based on amount of the bill
  - **Allow Bill Line Edits:** Allow the approver to be able to make edits to the bill lines on AP bills
  - **Submitter Can Approve:** Allow the user submitting the item for approval to also be able to fulfill the approval



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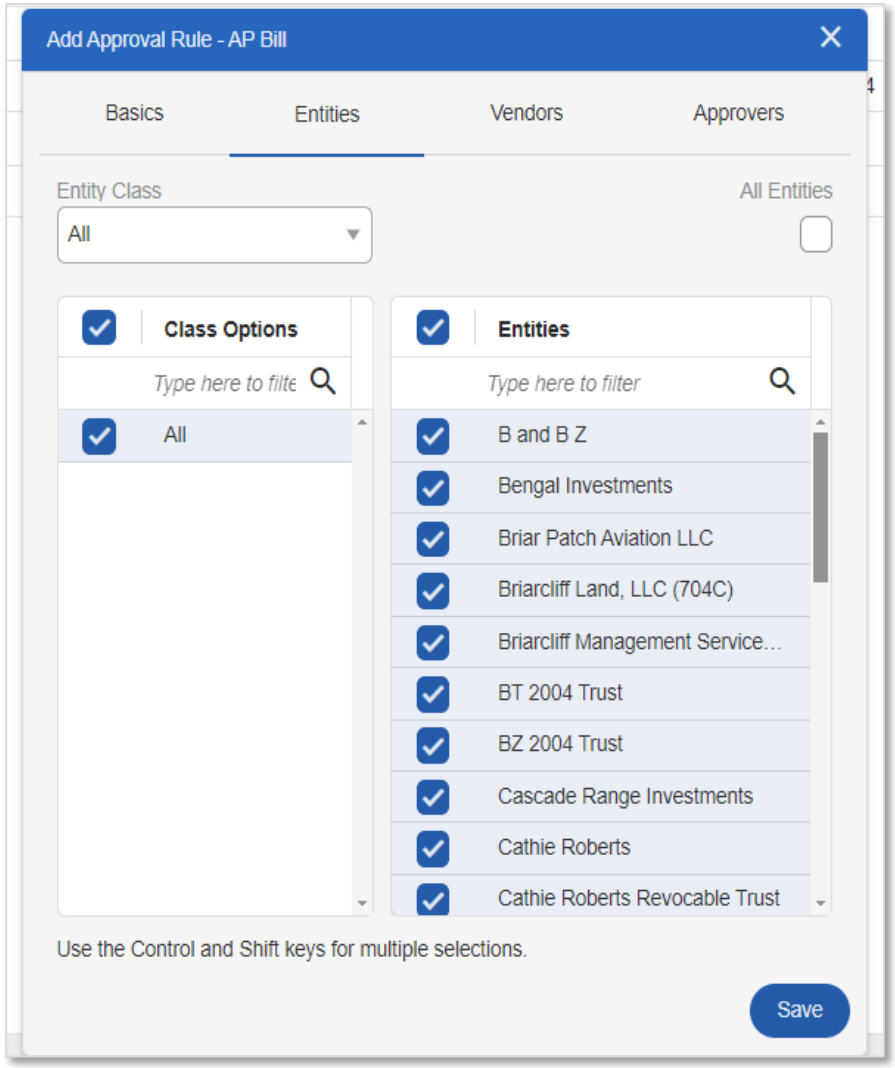
Setting up your approval rules.

- Key configurations on the **Entities** tab:
  - Filter list by Entity Class and Class Options
  - Apply to one Entity, a select few, or enterprise-wide



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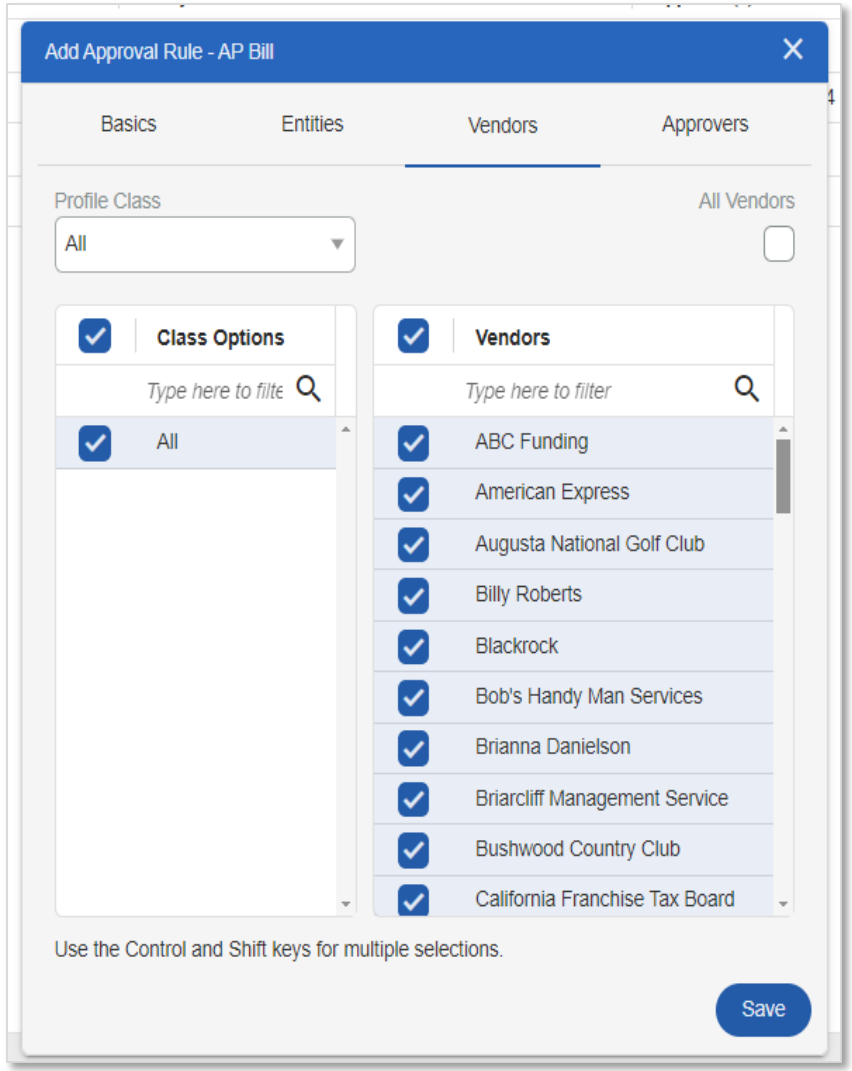
Setting up your approval rules.

- Key configurations on the **Vendors** tab:
  - Set up a rule for a certain vendors or apply to all
  - Rules can be entity specific, so you can change up the rules and approvers for the same vendor in different entities



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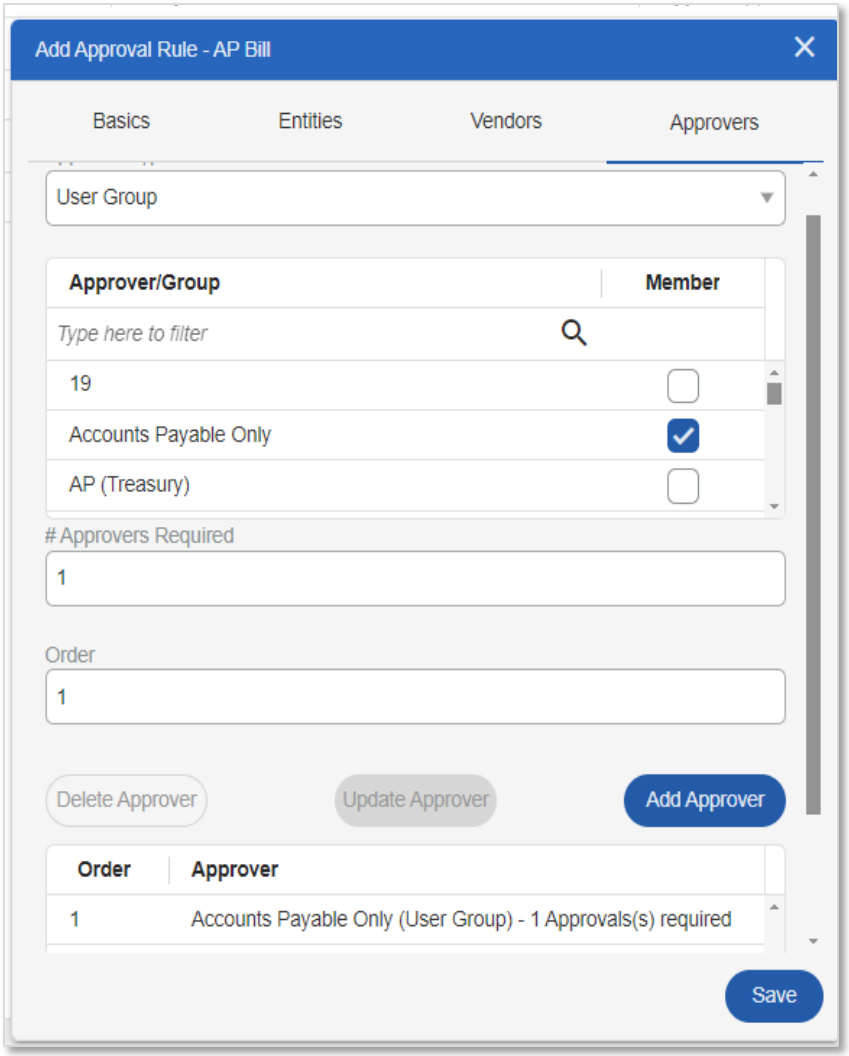
Setting up your approval rules.

- Key configurations on the **Approvers** tab:
  - Approvers can be:
    - Users and User Groups
    - Archway Client Portal users
      - End-clients
      - Family members
      - Non-Archway Platform users



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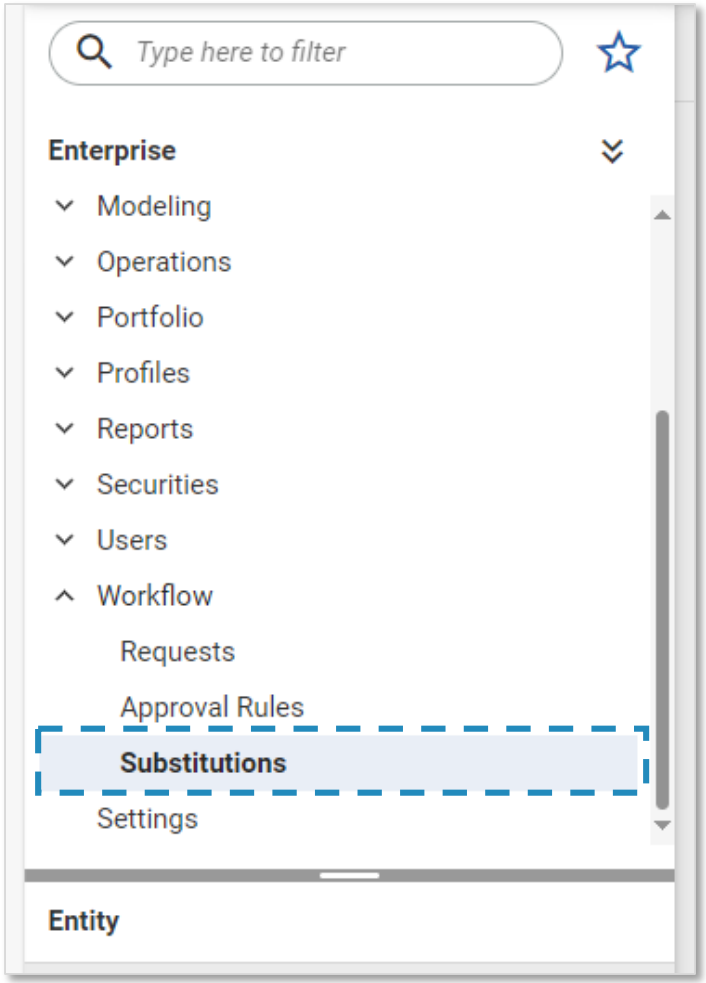
Setting up your substitutions.

The **Substitutions Module** can be used to allow others to approve workflow items on your behalf while you are out of office.

- Configured at **Enterprise Workflow → Substitutions**
- Both **Users** and **Profiles** are available to have substitutes set up
- Substitutions can be added per **workflow item type**



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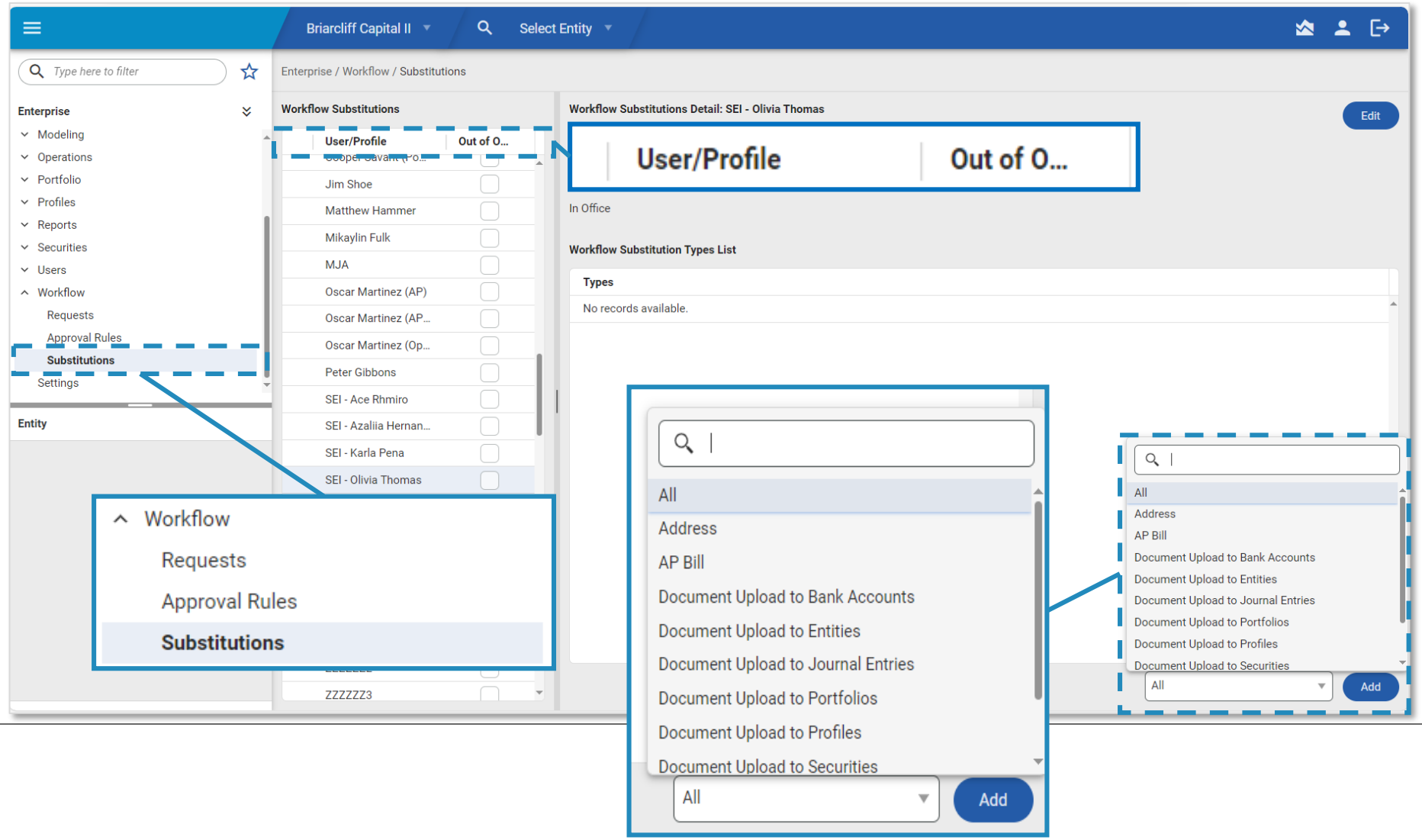
Setting up your substitutions.



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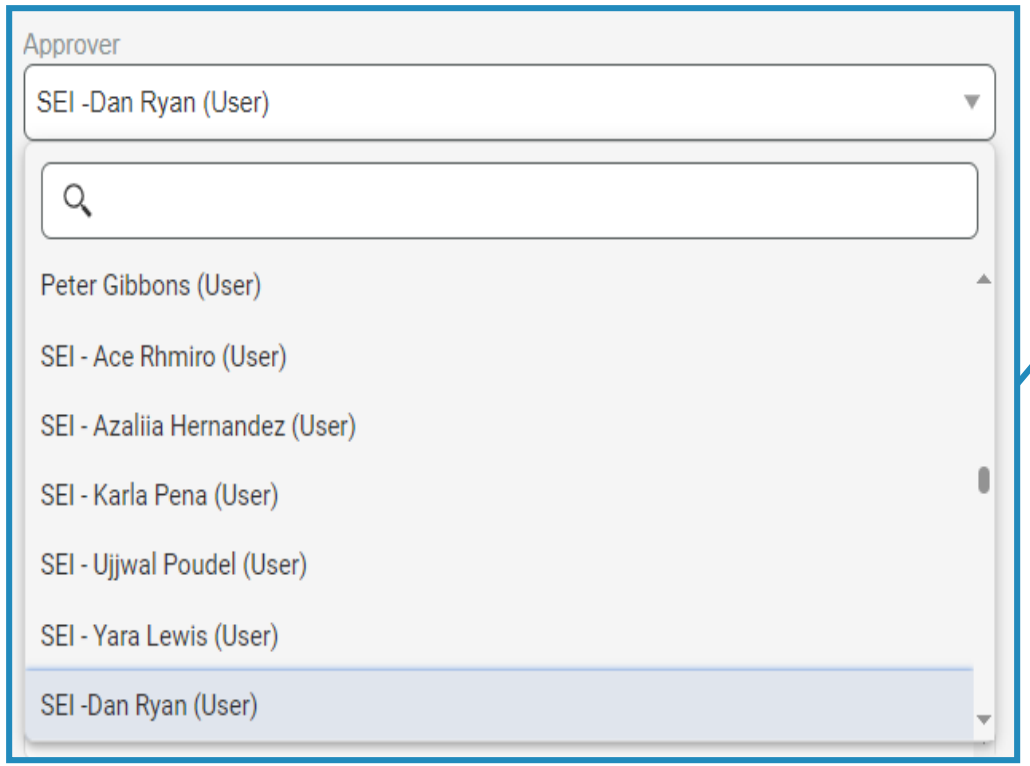
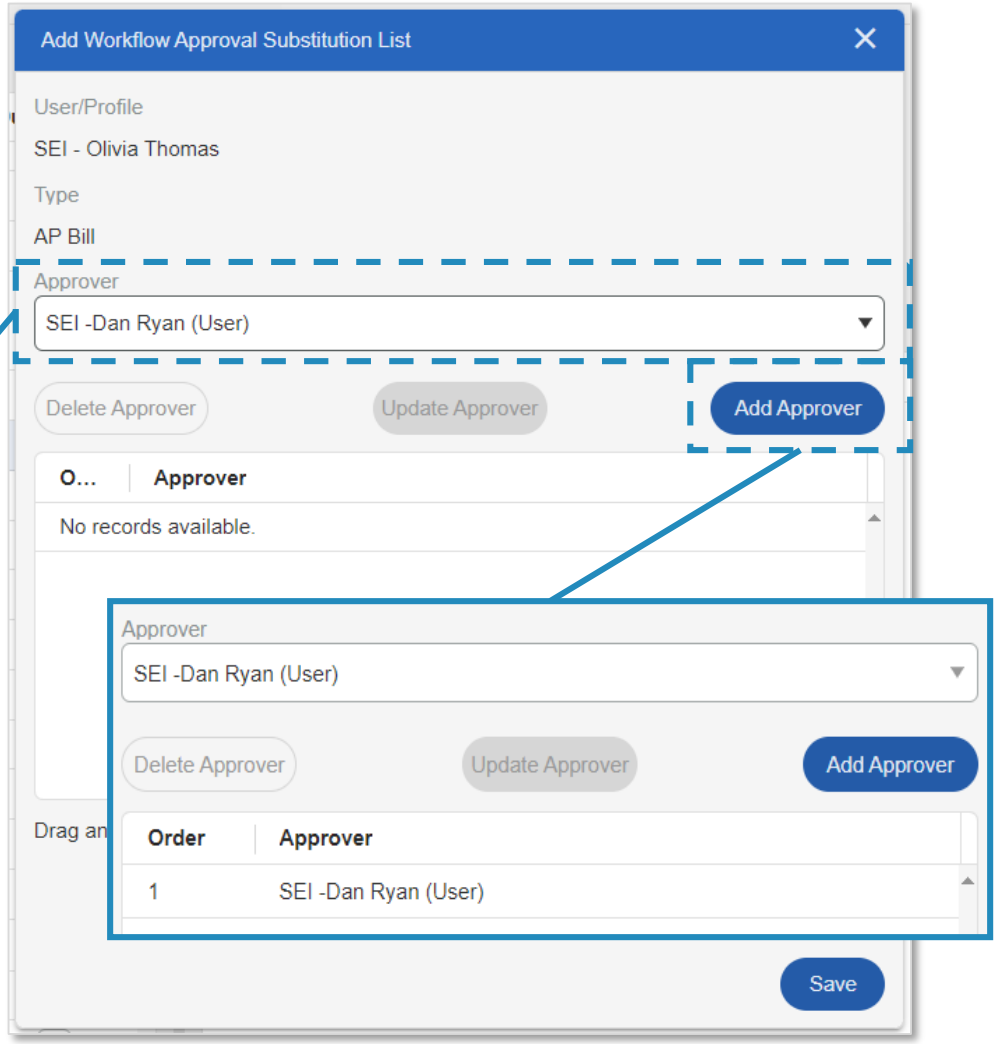
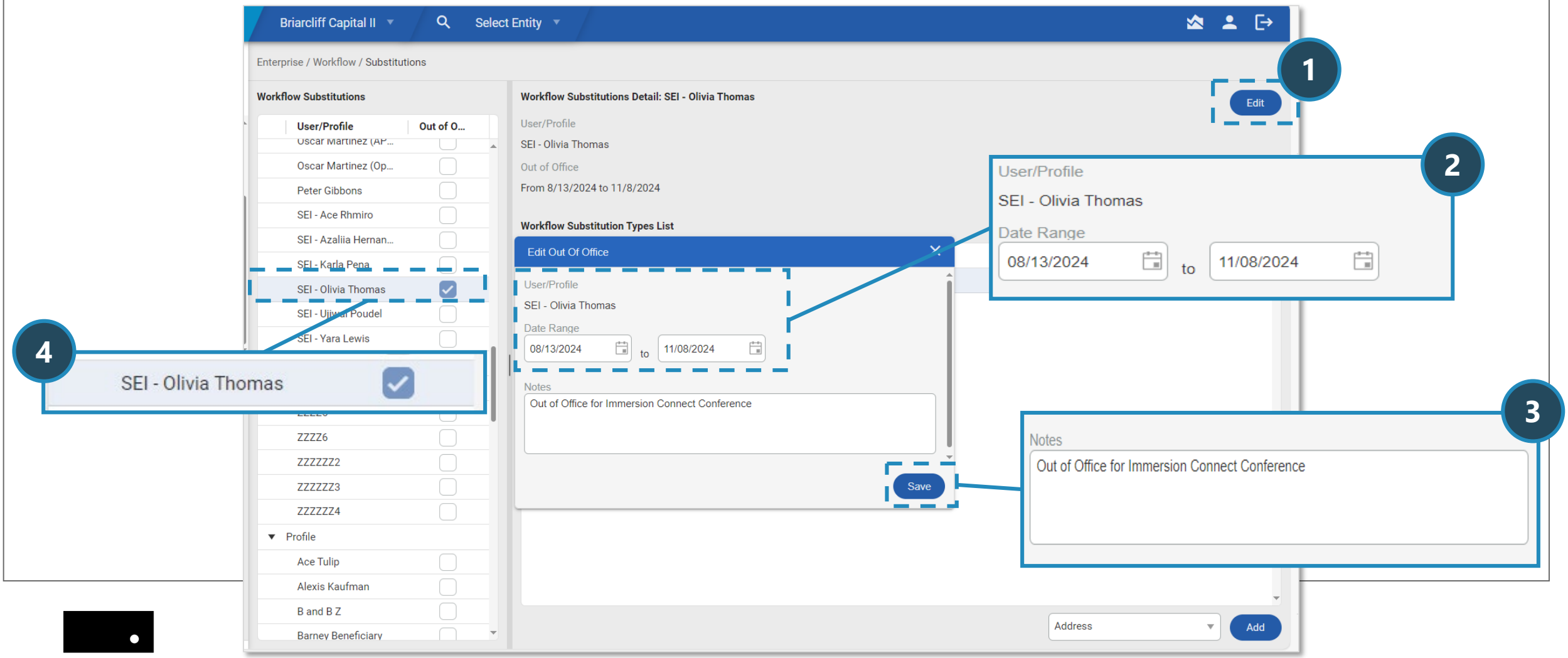
Setting up your substitutions.





Turning on your Out of Office Approvals.



Customizing your AP workflows.

Utilizing your workflows.

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Utilizing your workflows: Practical examples.

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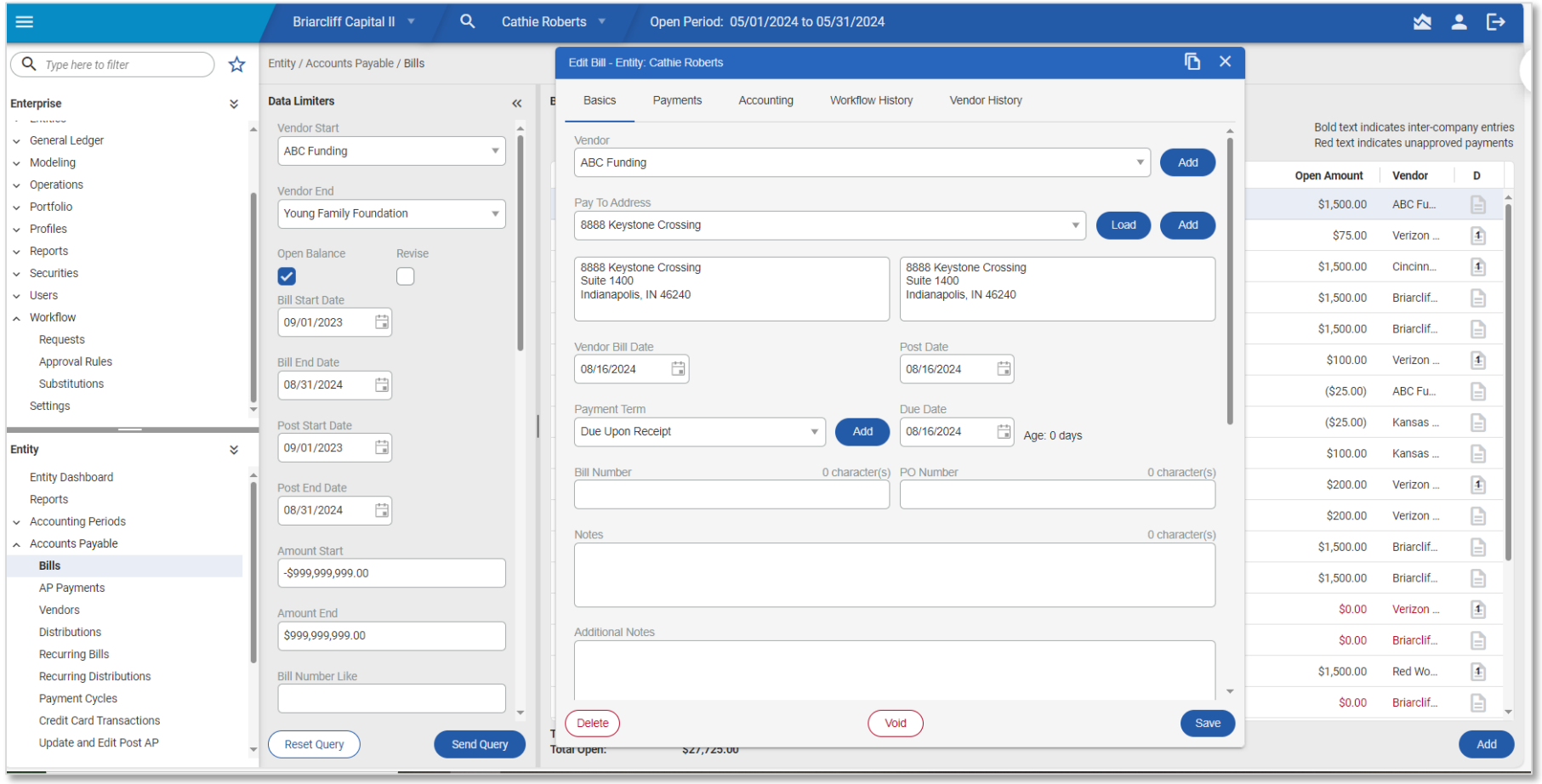
AP Bill Workflow: Entering a new bill for approval.



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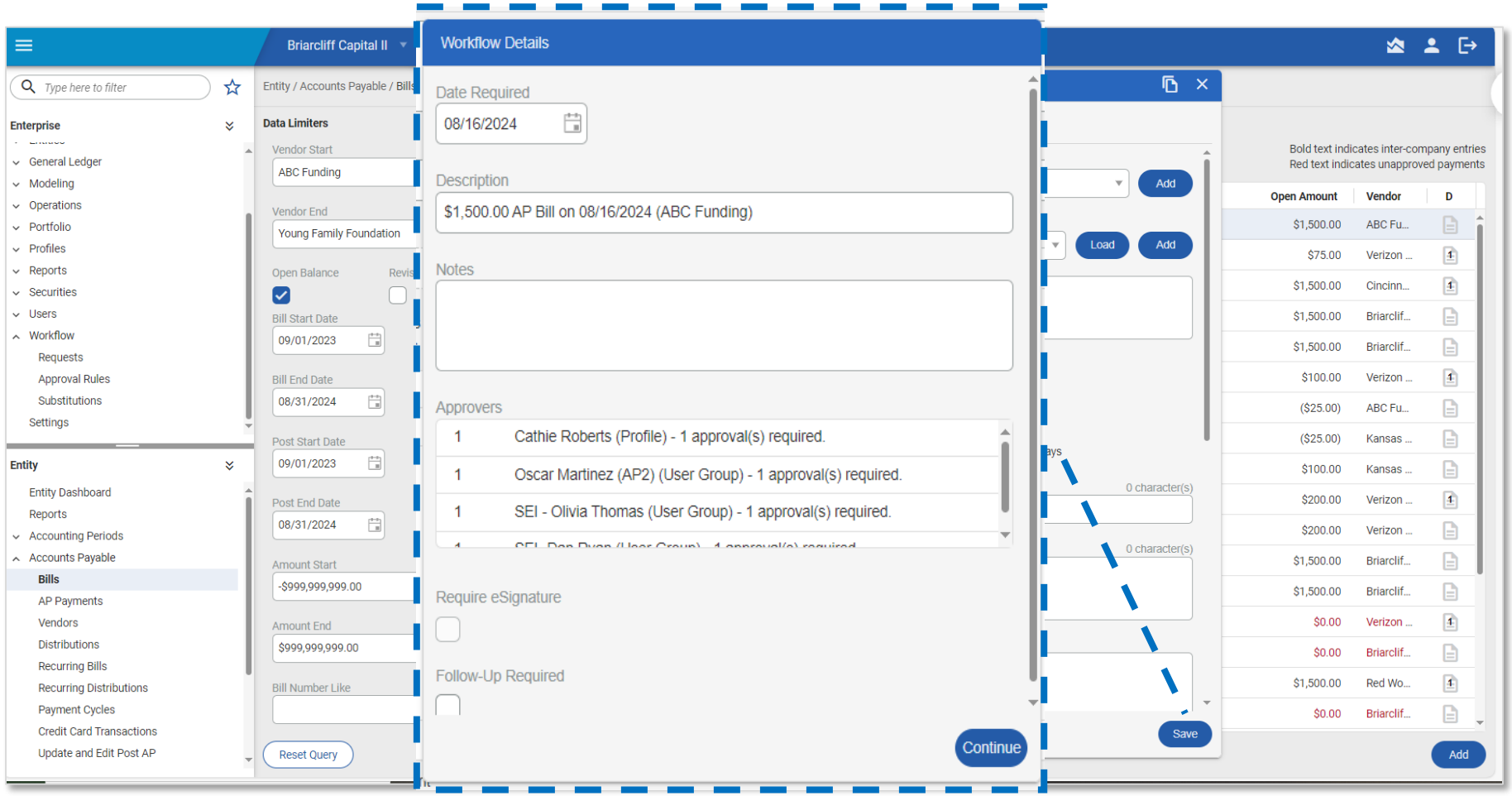
Adding New Bill

AP Bill Workflow: Entering a new bill for approval.



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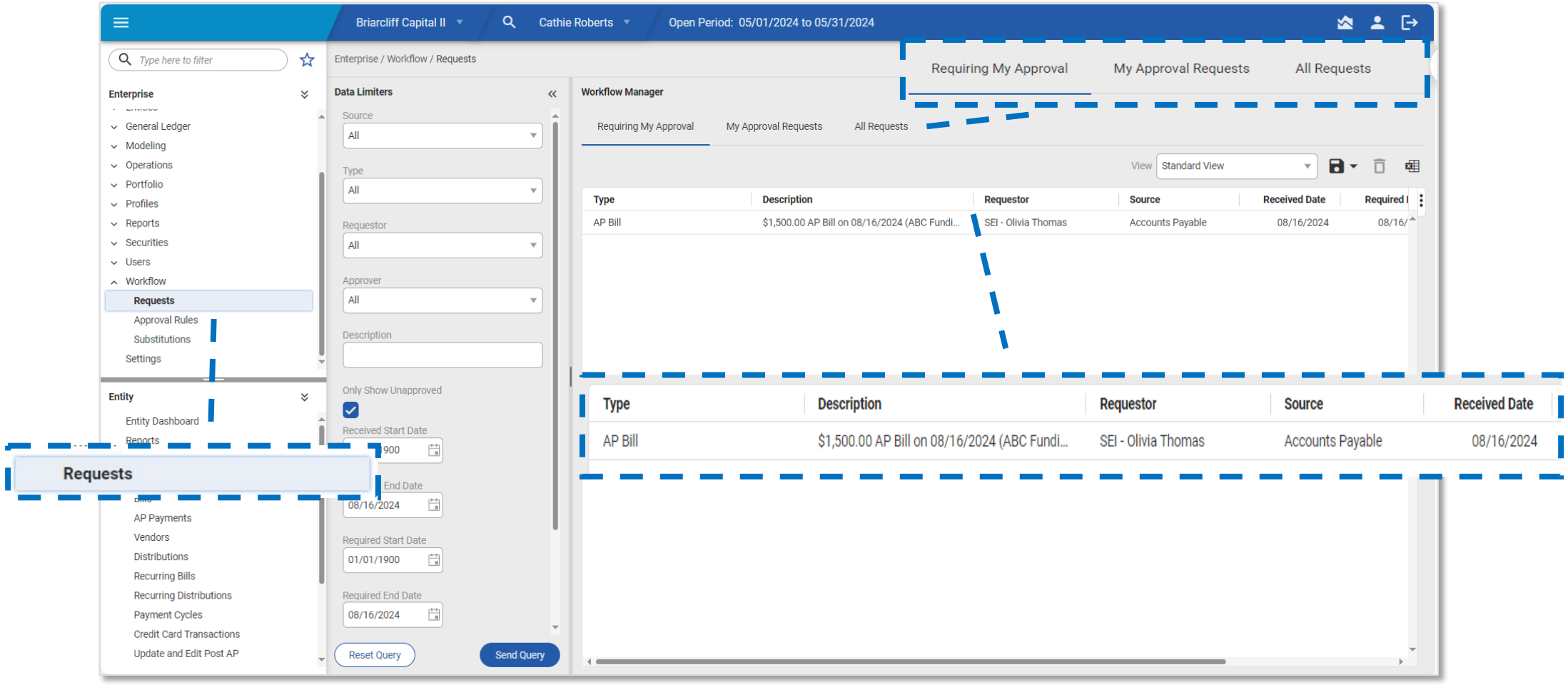
Adding New Bill

AP Bill Workflow: Internal Workflow.



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Internal Approval

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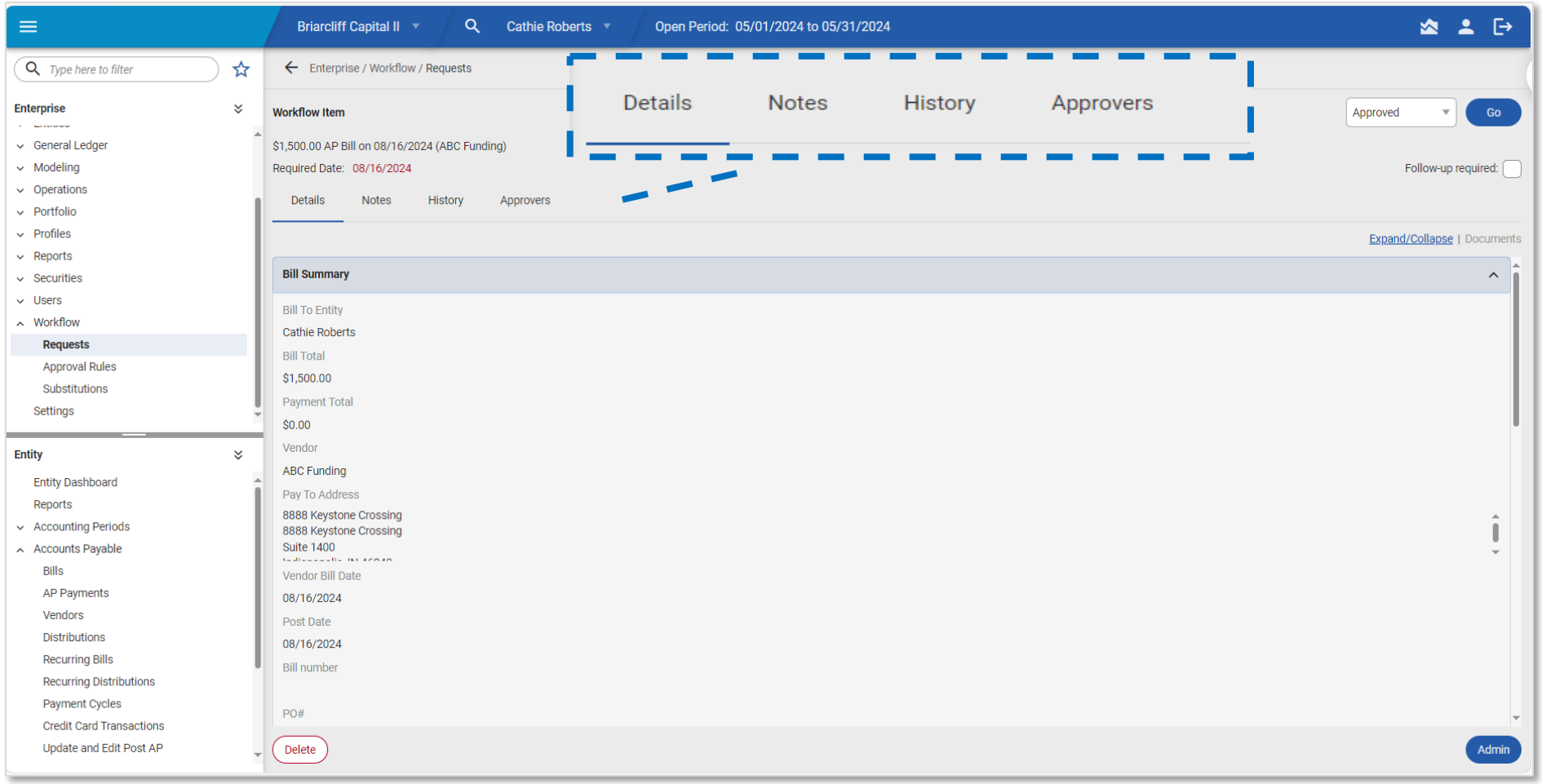
AP Bill Workflow: Internal Workflow.



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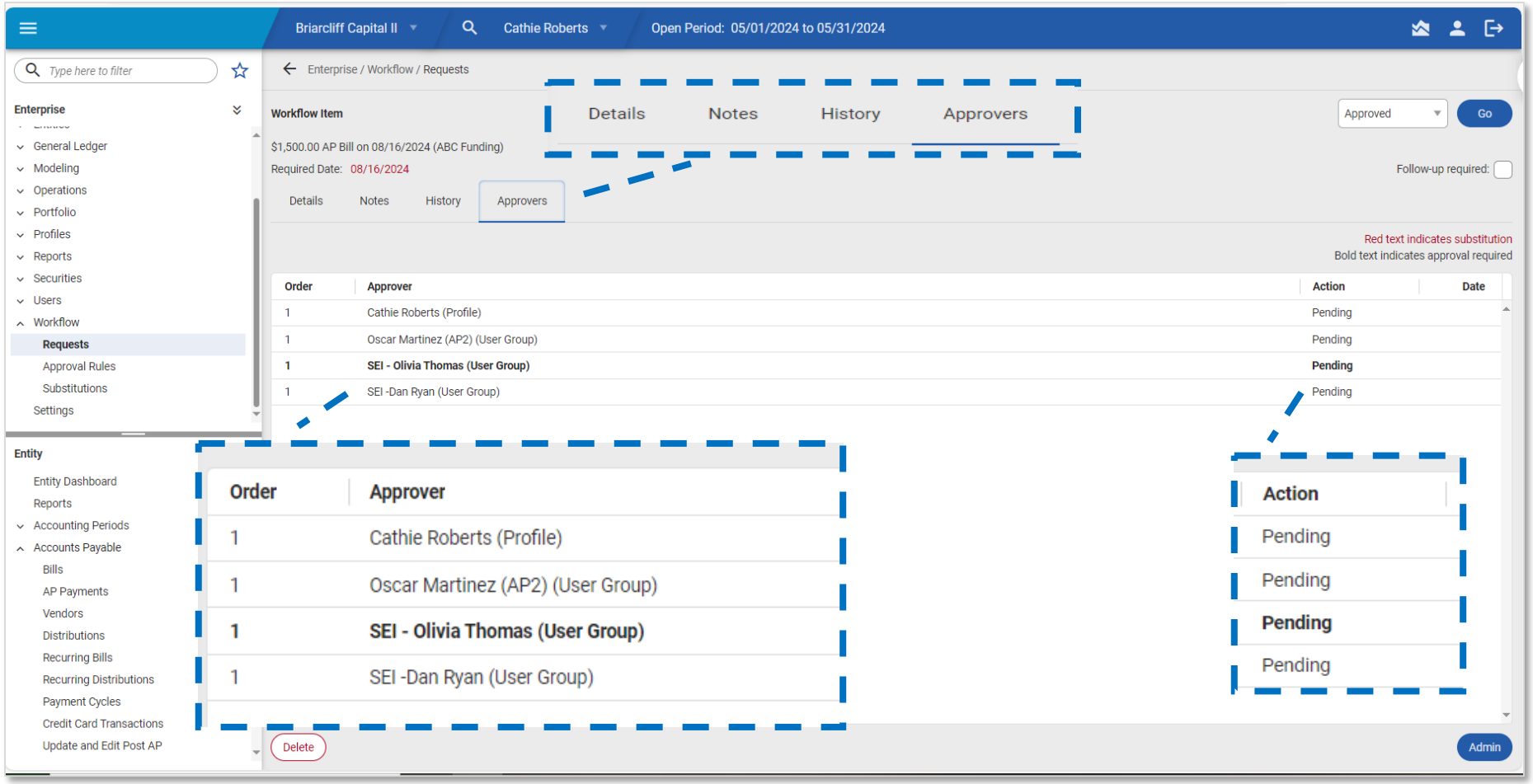
Internal Approval

AP Bill Workflow: Internal Workflow.



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Internal Approval

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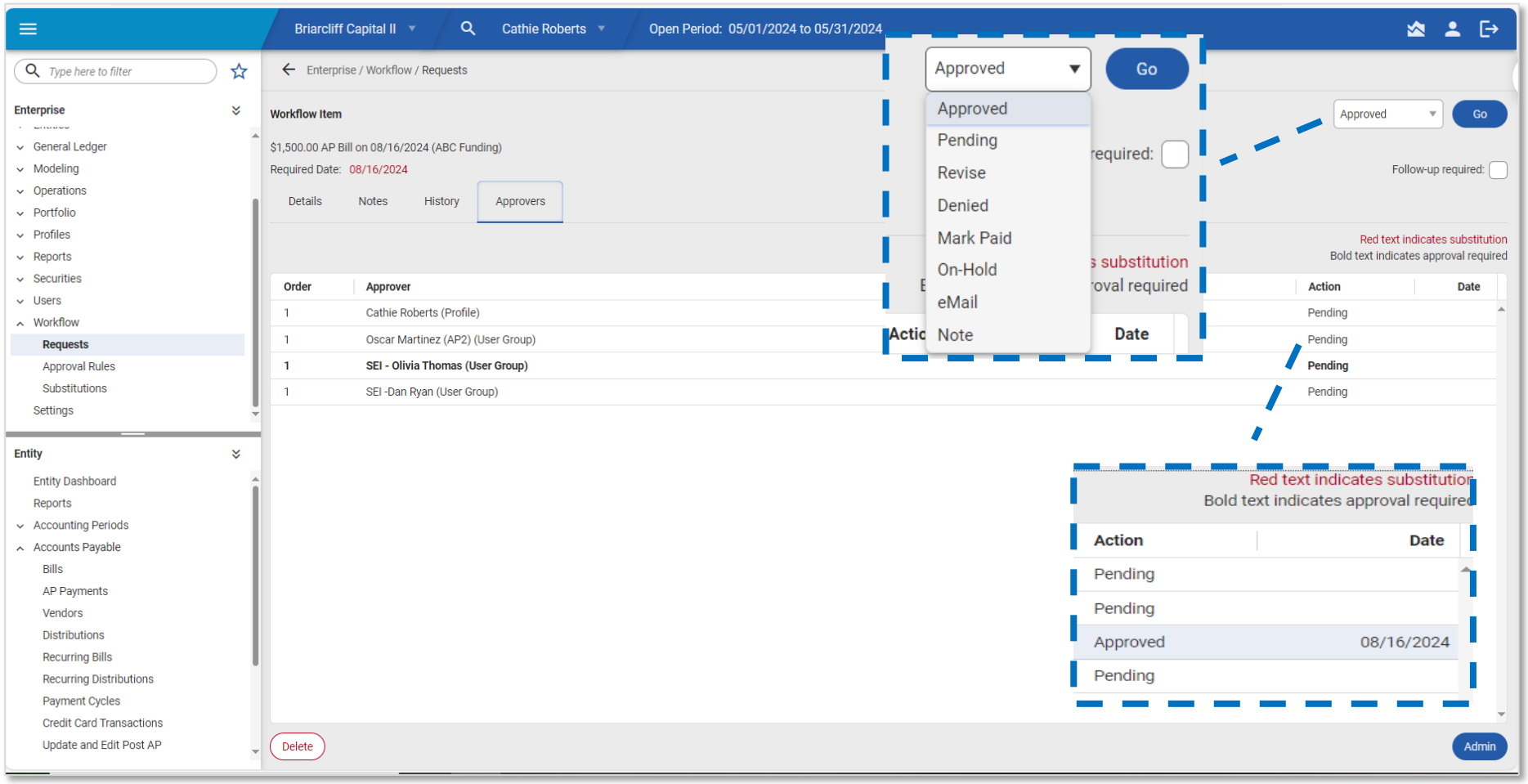
AP Bill Workflow: Internal Workflow.



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Internal Approval

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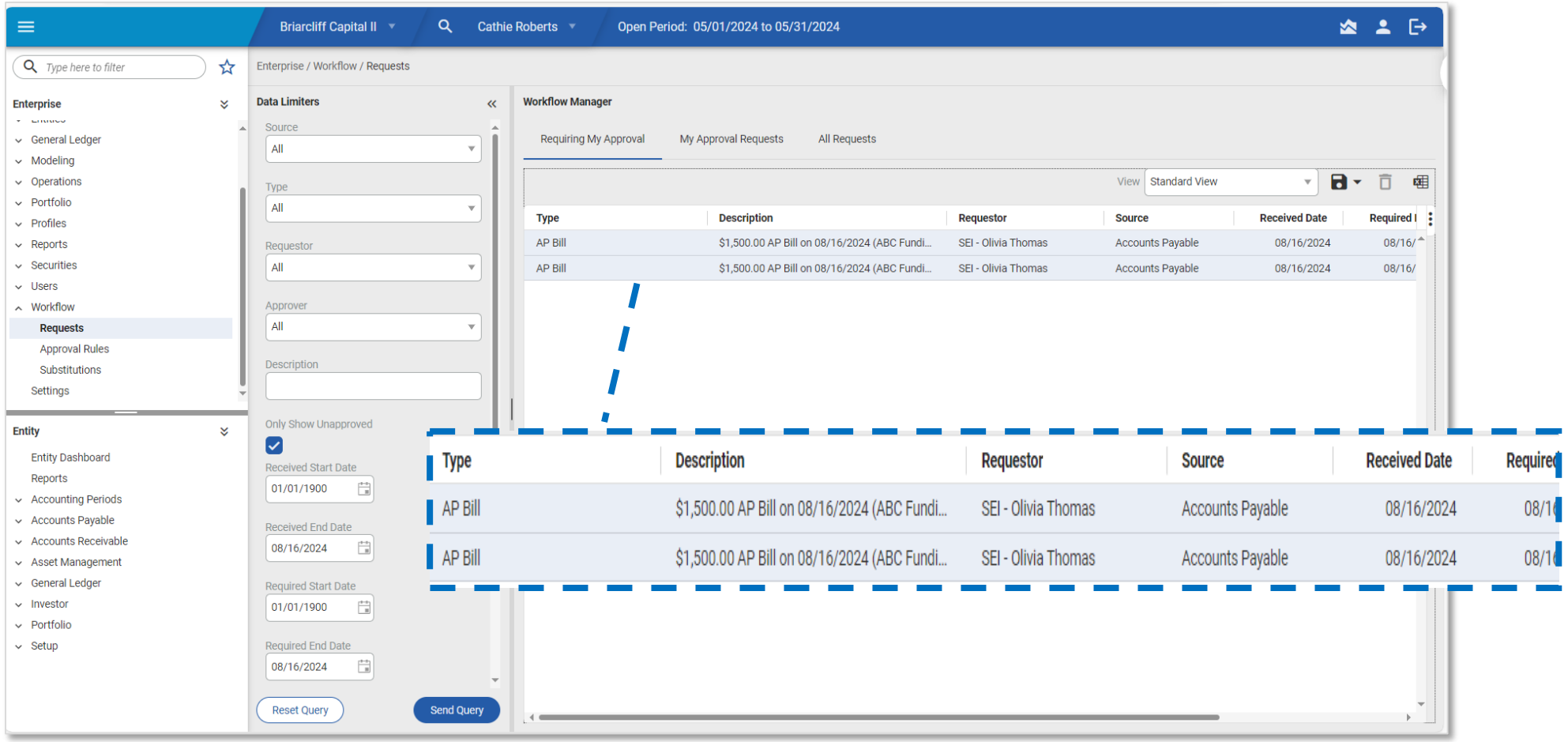
AP Bill Workflow: Substitution Approval.



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Substitution Approval

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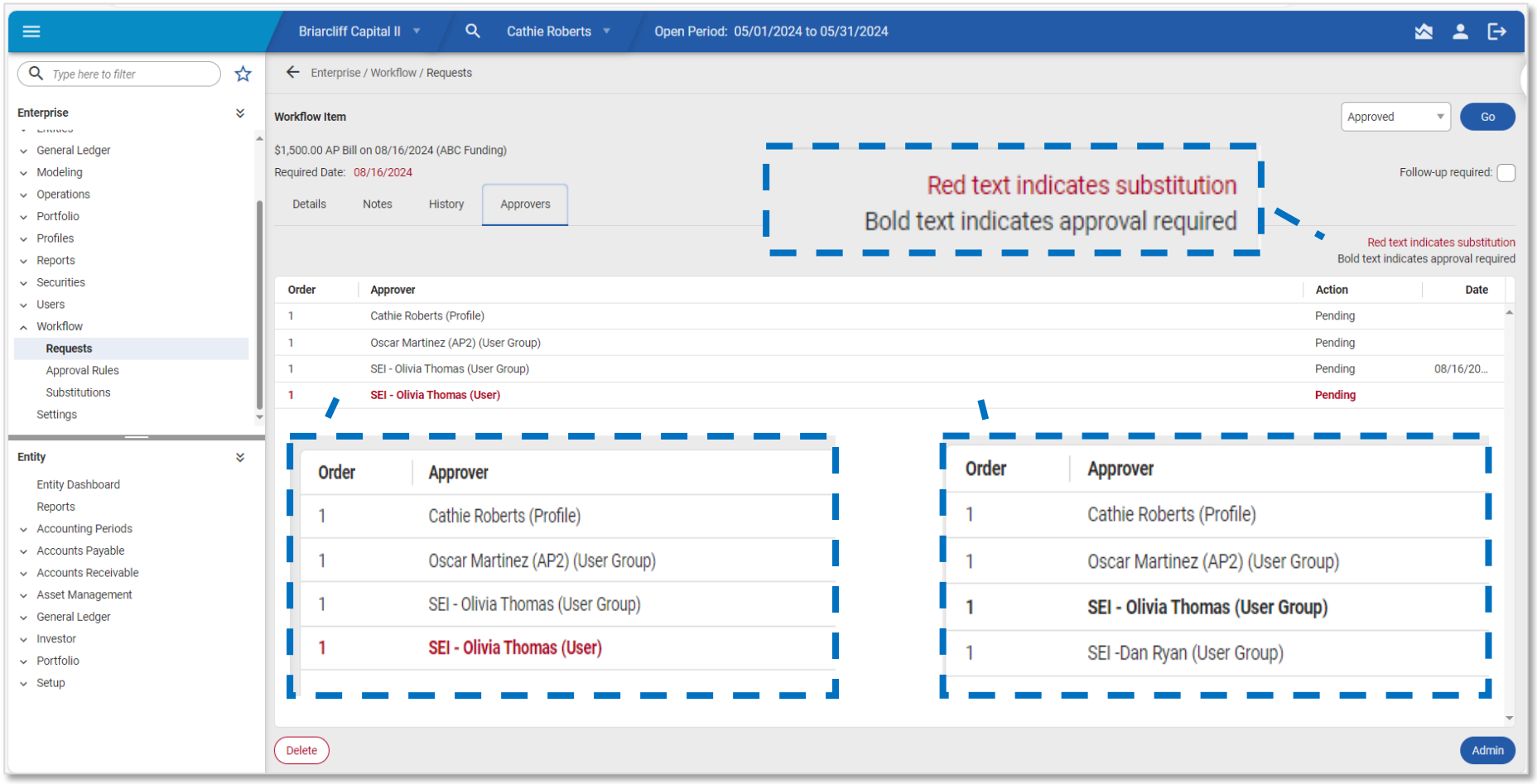
AP Bill Workflow: Substitution Approval.



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Substitution Approval

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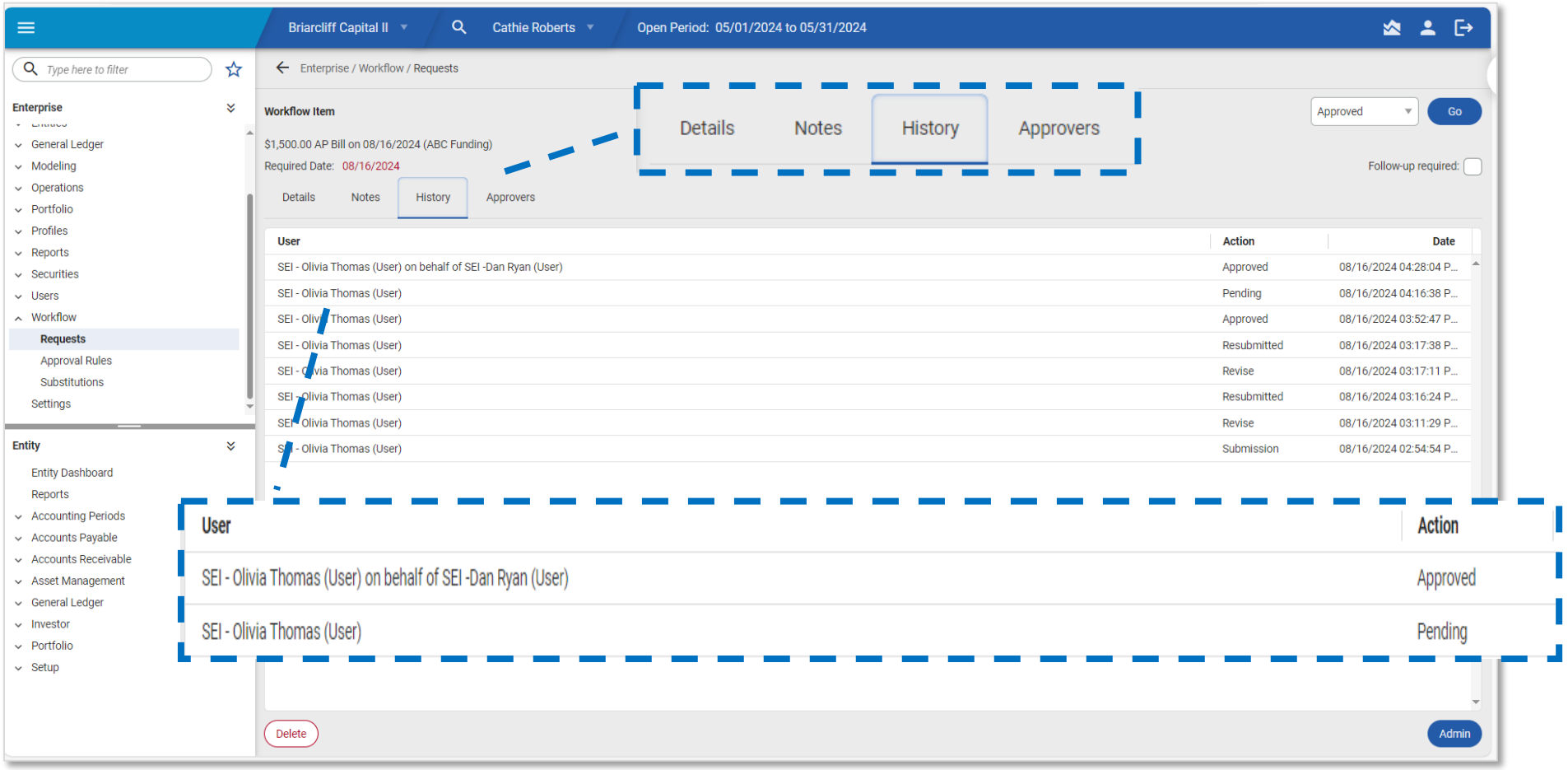
AP Bill Workflow: Substitution Approval.



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Substitution Approval

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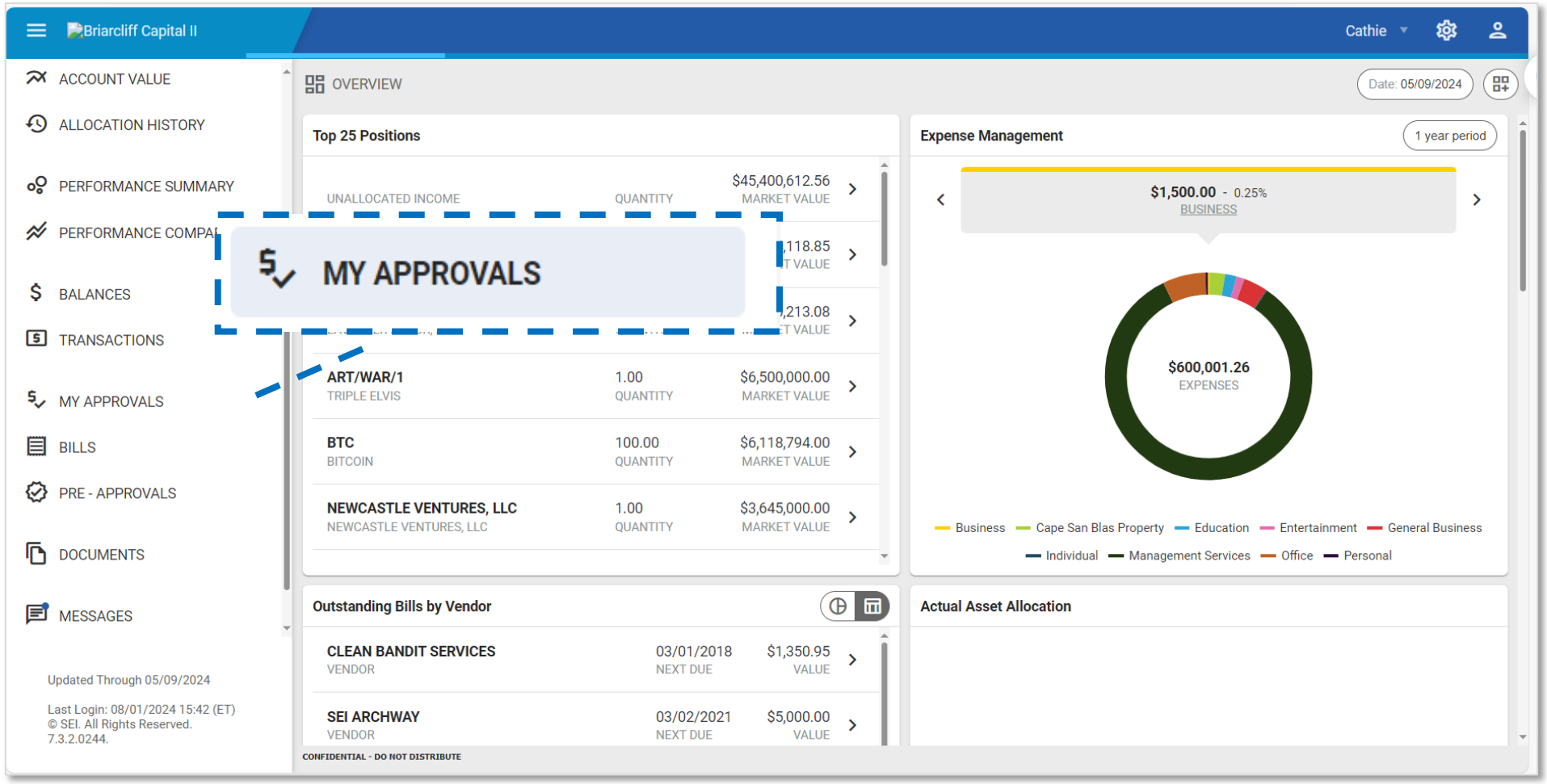
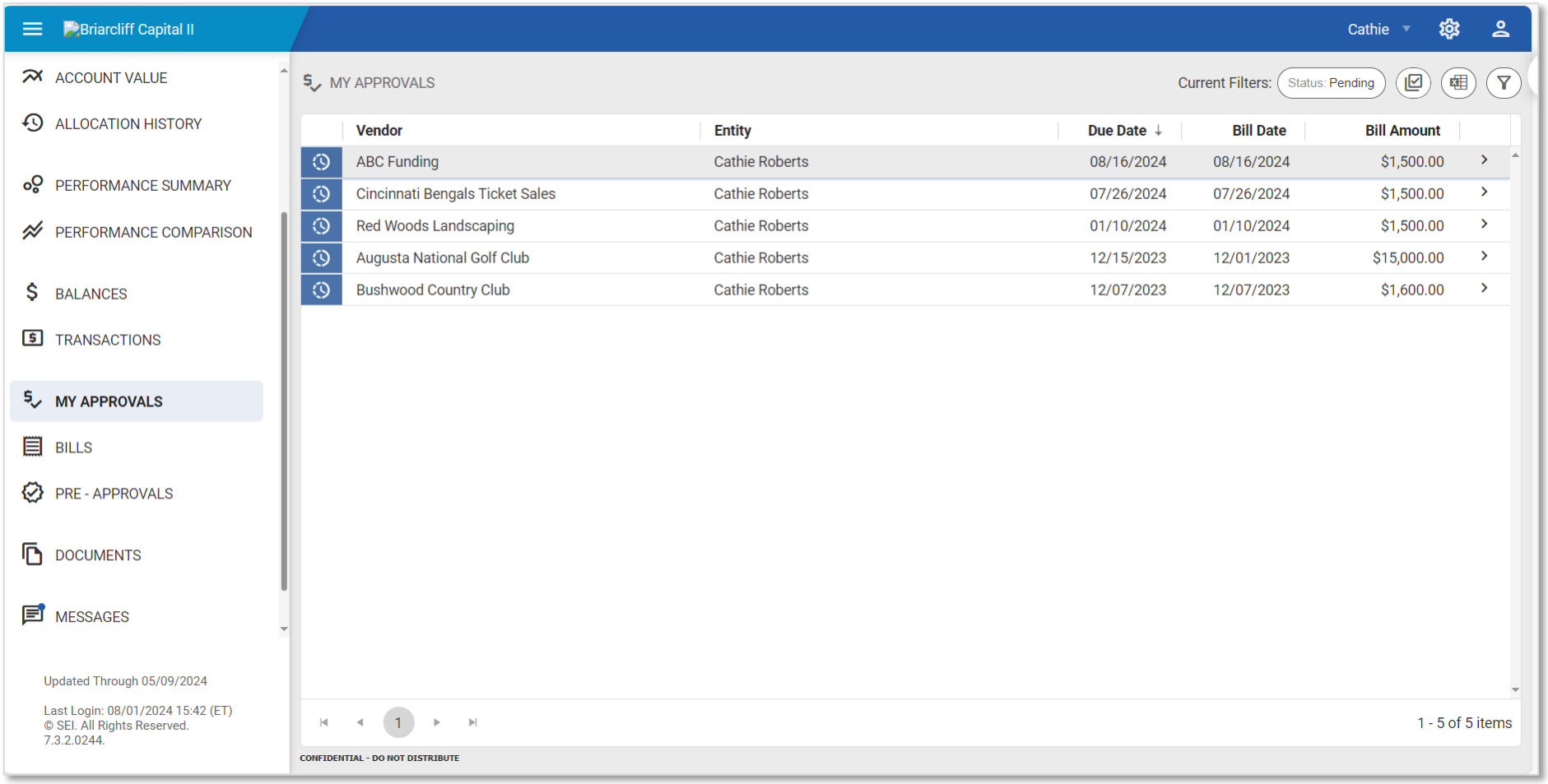
AP Bill Workflow: External Workflow.



1 2 3 **4** 5

External Approval

AP Bill Workflow: External Workflow.



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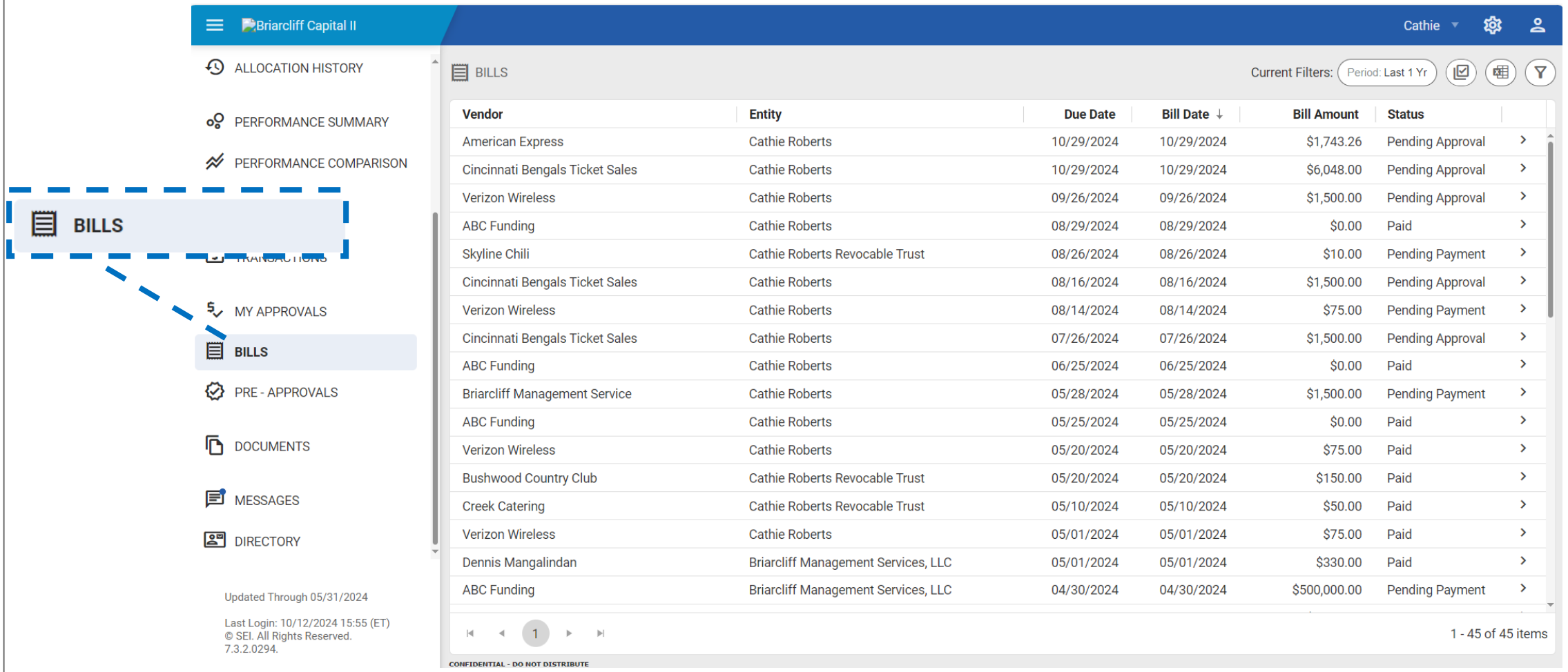
External Approval

AP Bill Workflow: External Workflow.



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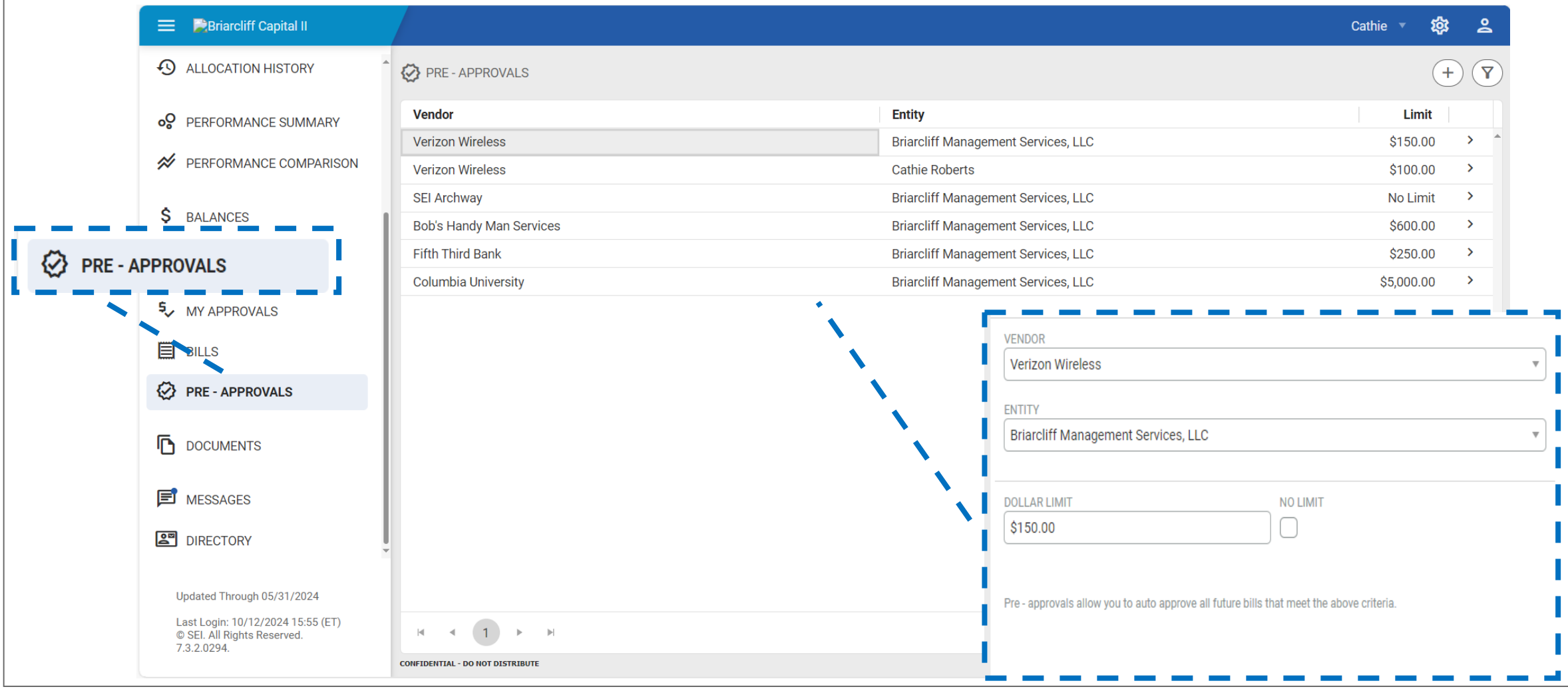
External Approval

AP Bill Workflow: External Workflow.



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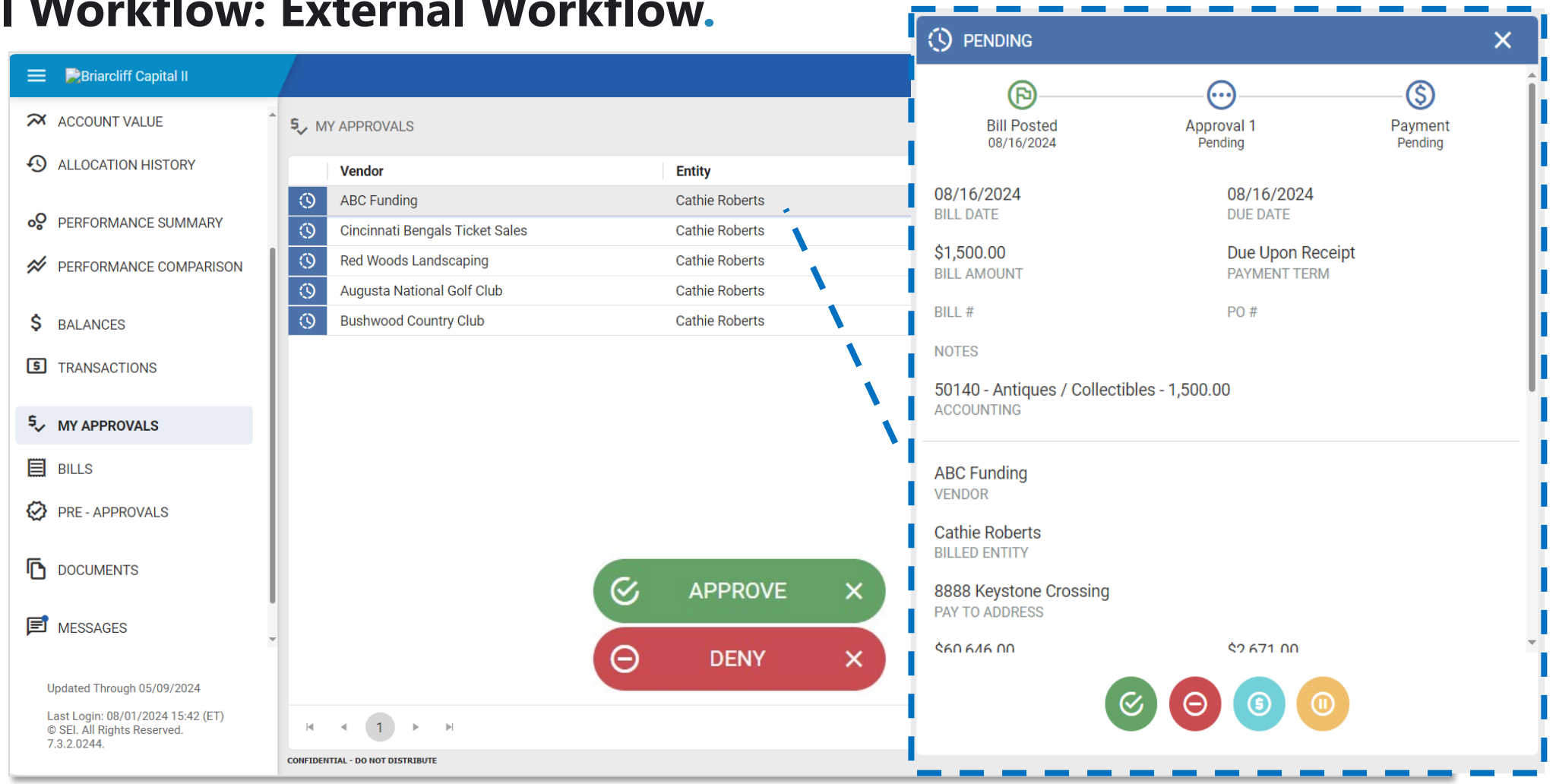
External Approval

AP Bill Workflow: External Workflow.



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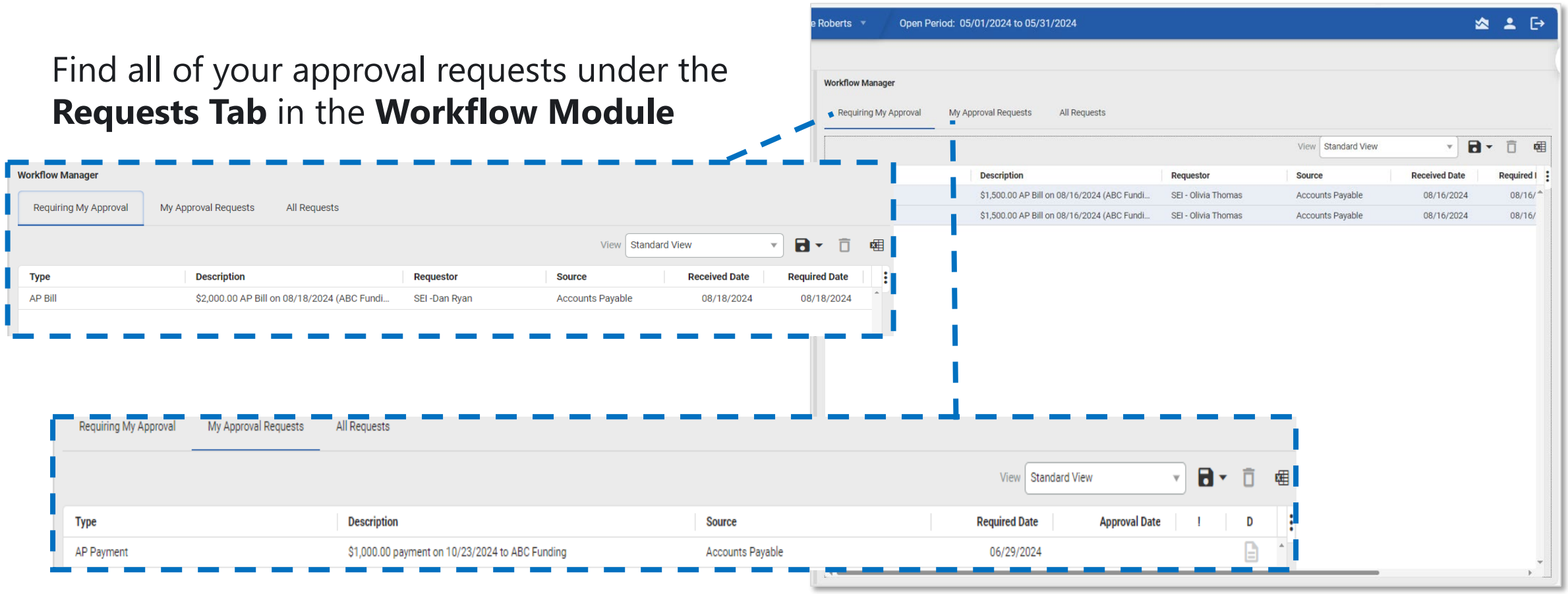
External Approval

AP Bill Workflow: Payment Approval Workflow.

Find all of your approval requests under the **Requests Tab** in the **Workflow Module**



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Add Payment and Approval

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Customizing your AP workflows.

Setting up your notifications.

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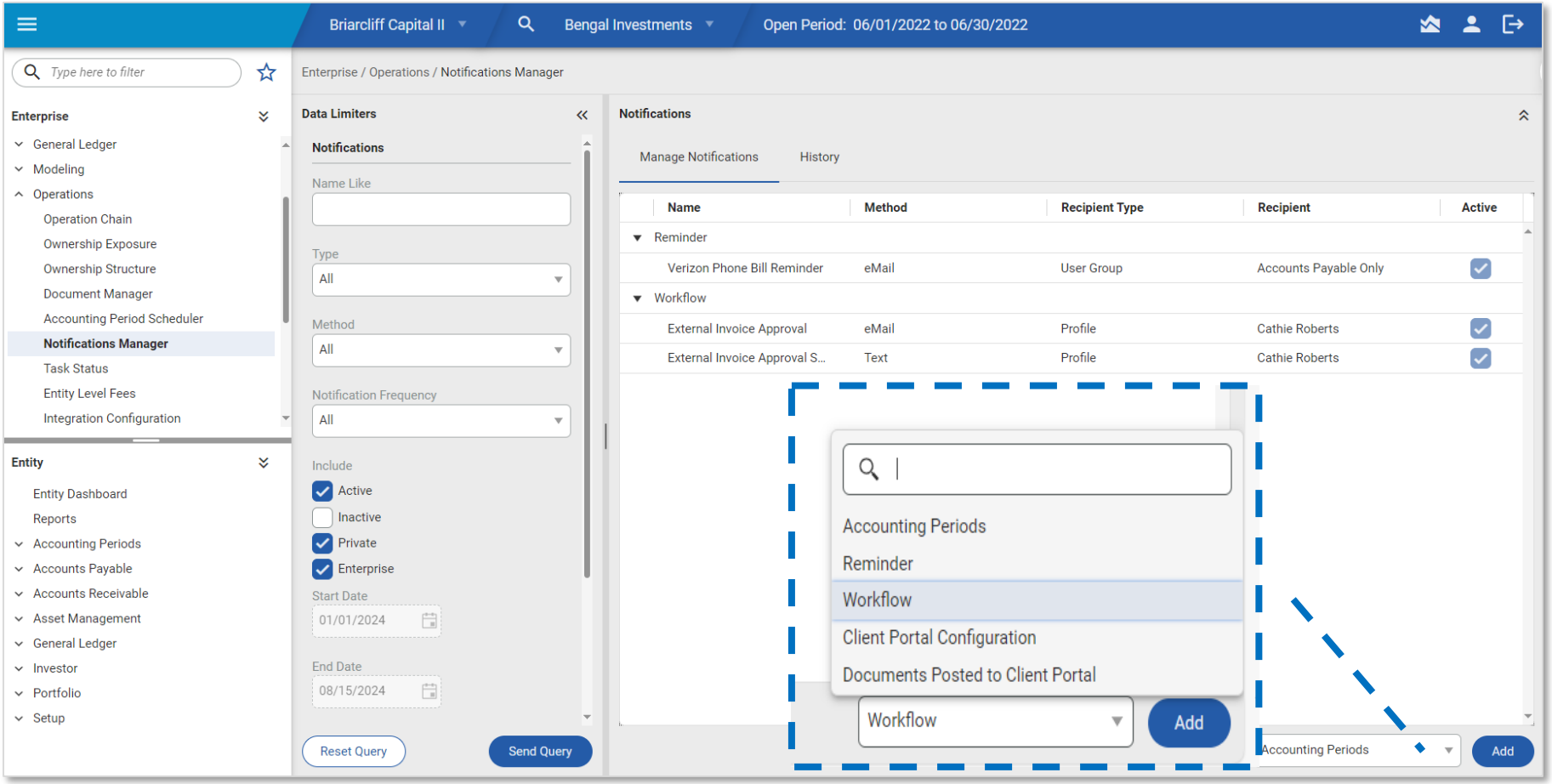
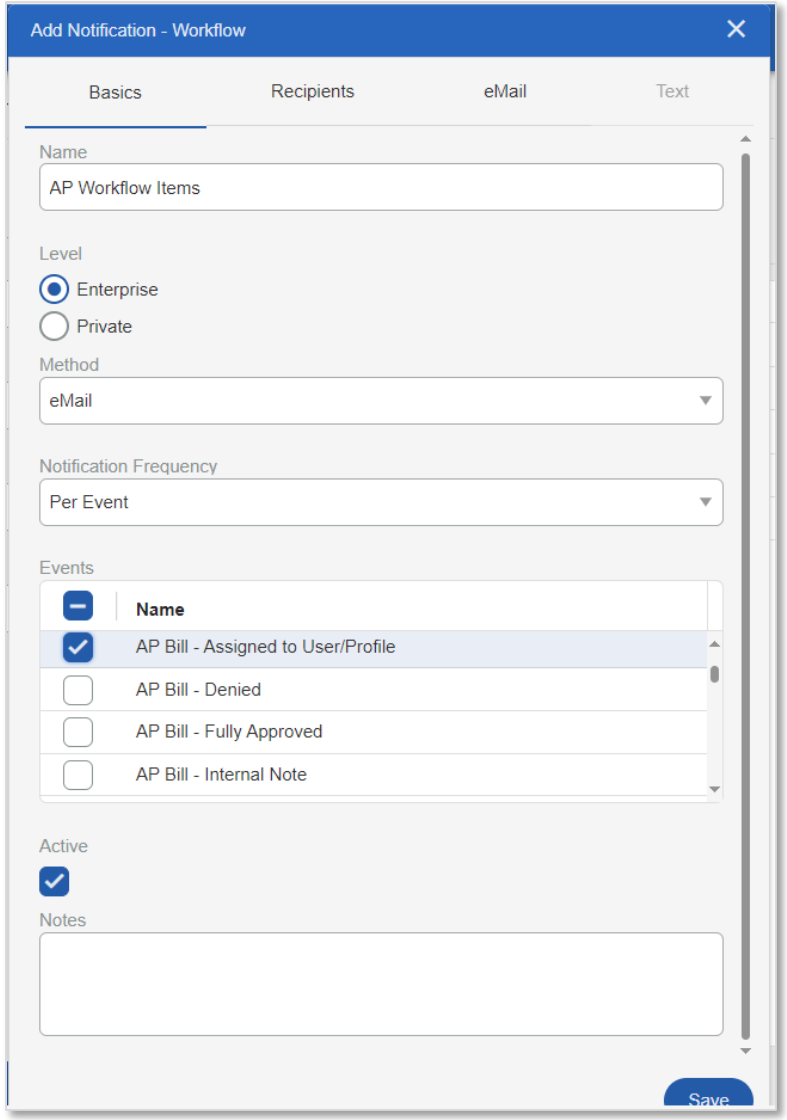
Notifications Manager: What does it look like?



Notifications Manager: Configurations.

Notifications features:

- Notifications can be sent per event, daily, or weekly
- Notification can be sent as Email or Text
- System-generated Notifications can be triggered by multiple actions within Workflow
- Unused Notifications can be marked Inactive



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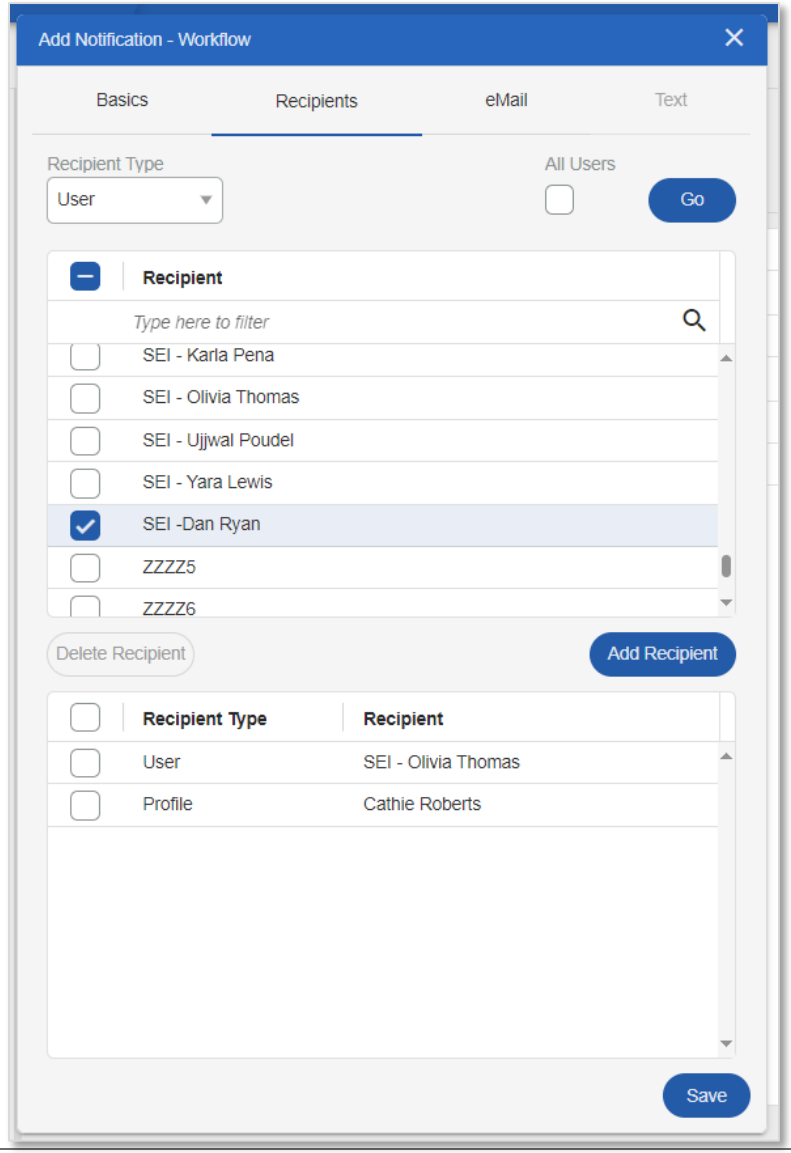
Notifications Manager: Recipients.

Recipients configuration:

- Choose Profile, Profile Class, User, or User Group
- Profile/Profile Class – External Workflow
- User/User Group – Internal Workflow
- Ability to mix and match
- All Users: Can do a blanket selection for recipients



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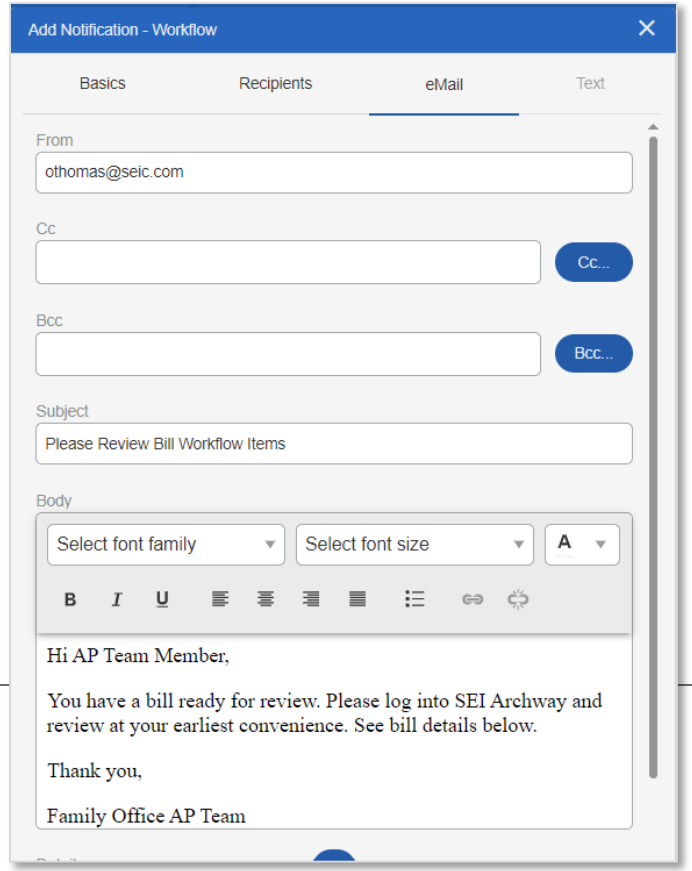
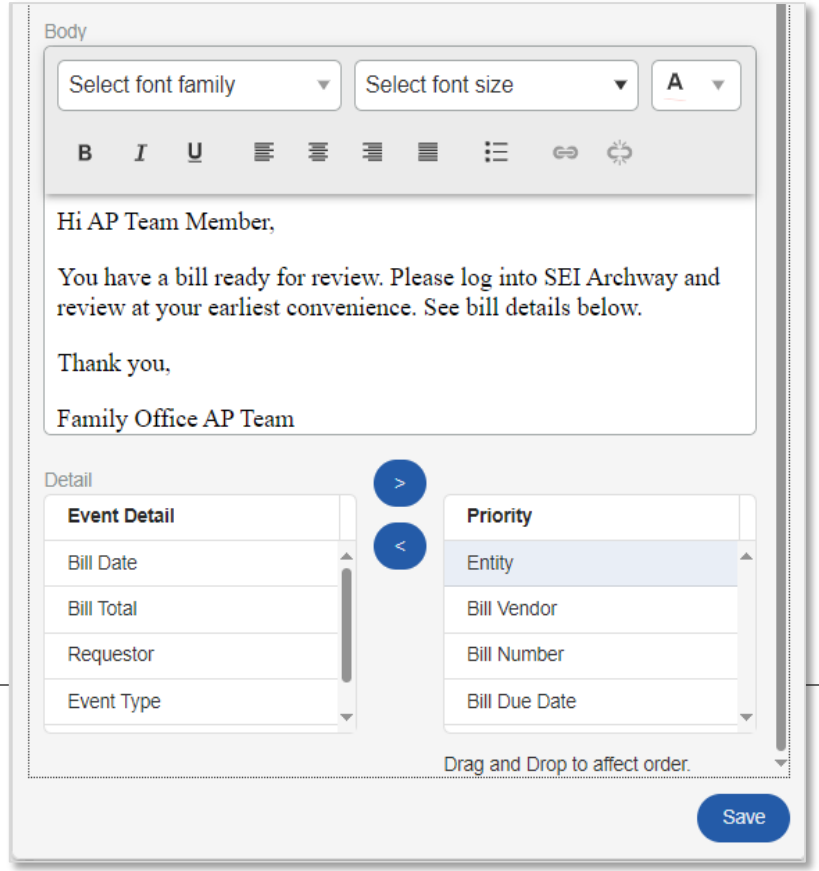
Notifications Manager: Alerts.

Messages can be customized to include user-defined notifications



Event-detail option allows for bill details to be included in system-generated message



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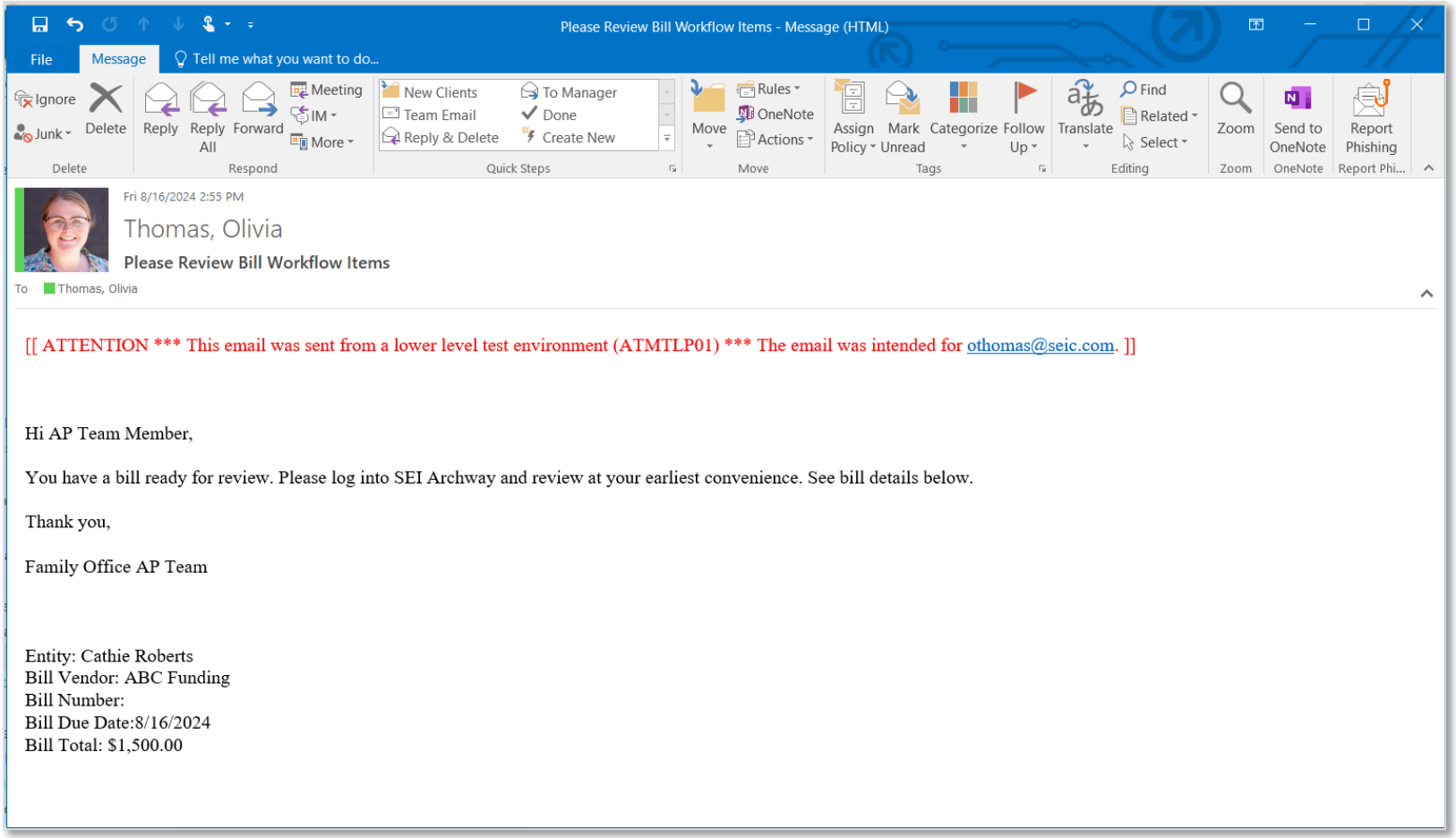
Notifications Manager: Preview notification email.



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Customizing your AP workflows.

Unique methods of leveraging workflows.

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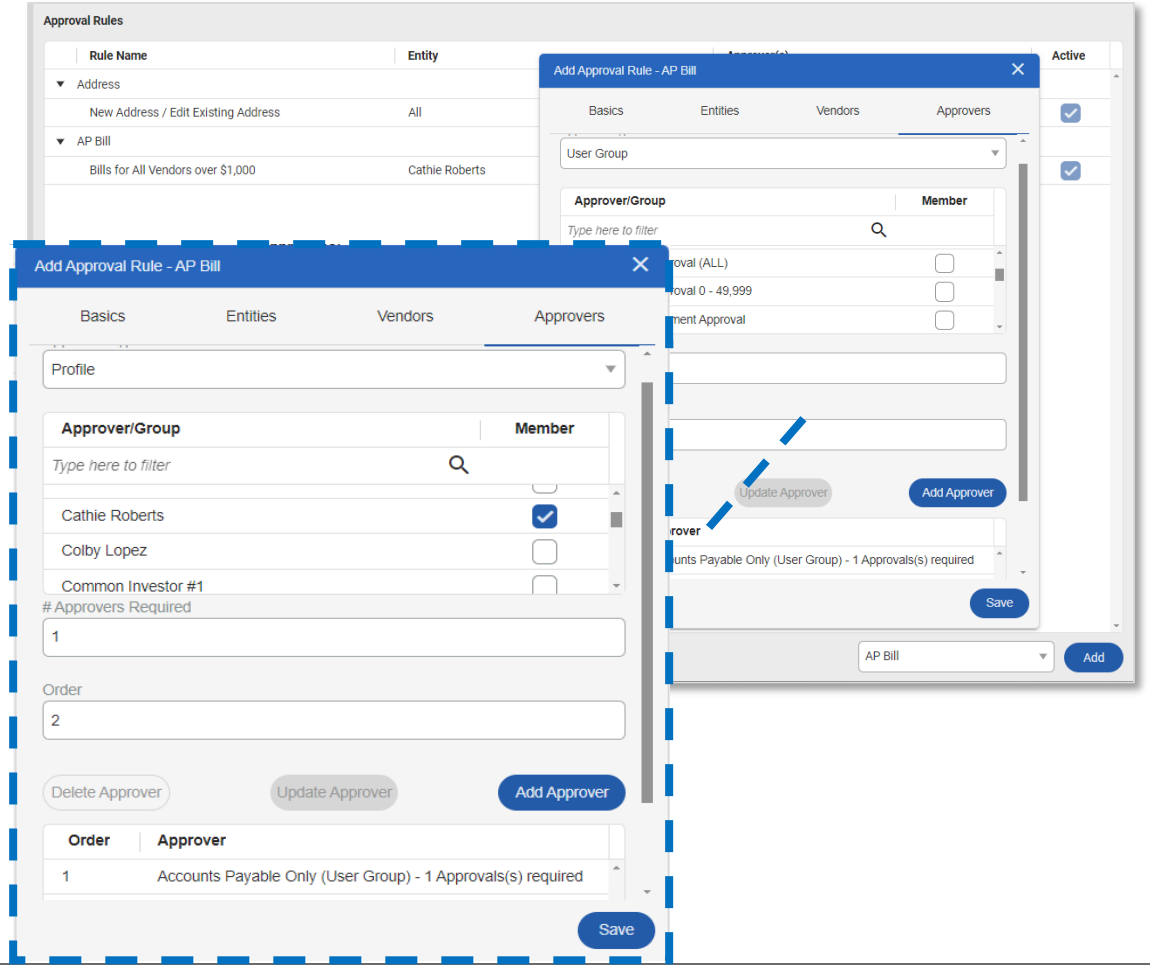
Unique methods: Multi-Level approvals.

The Sequence Order functionality allows you to designate multiple approvers for each bill.

Allowing you to designate specific staff members or a family member as an additional required sign off.



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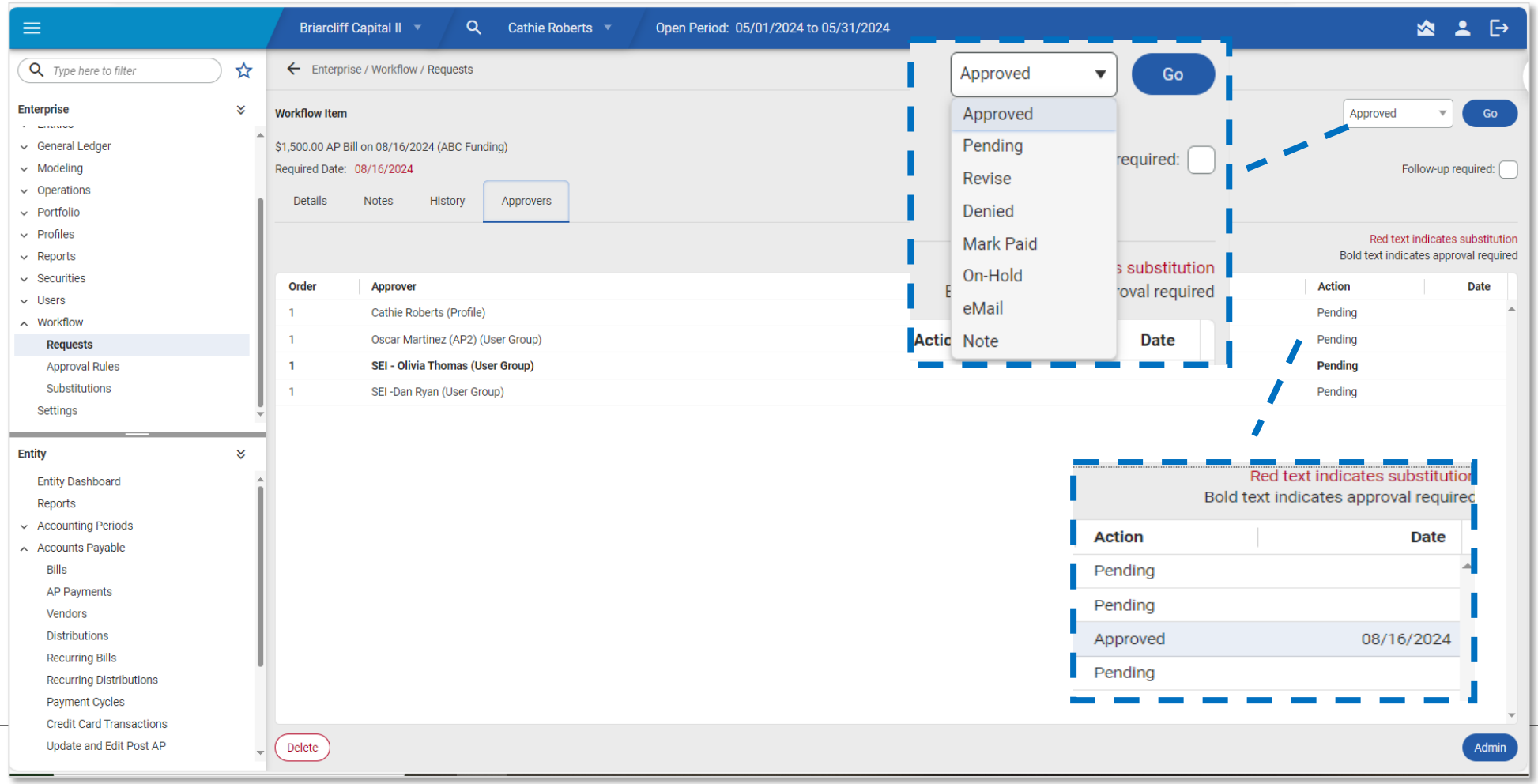
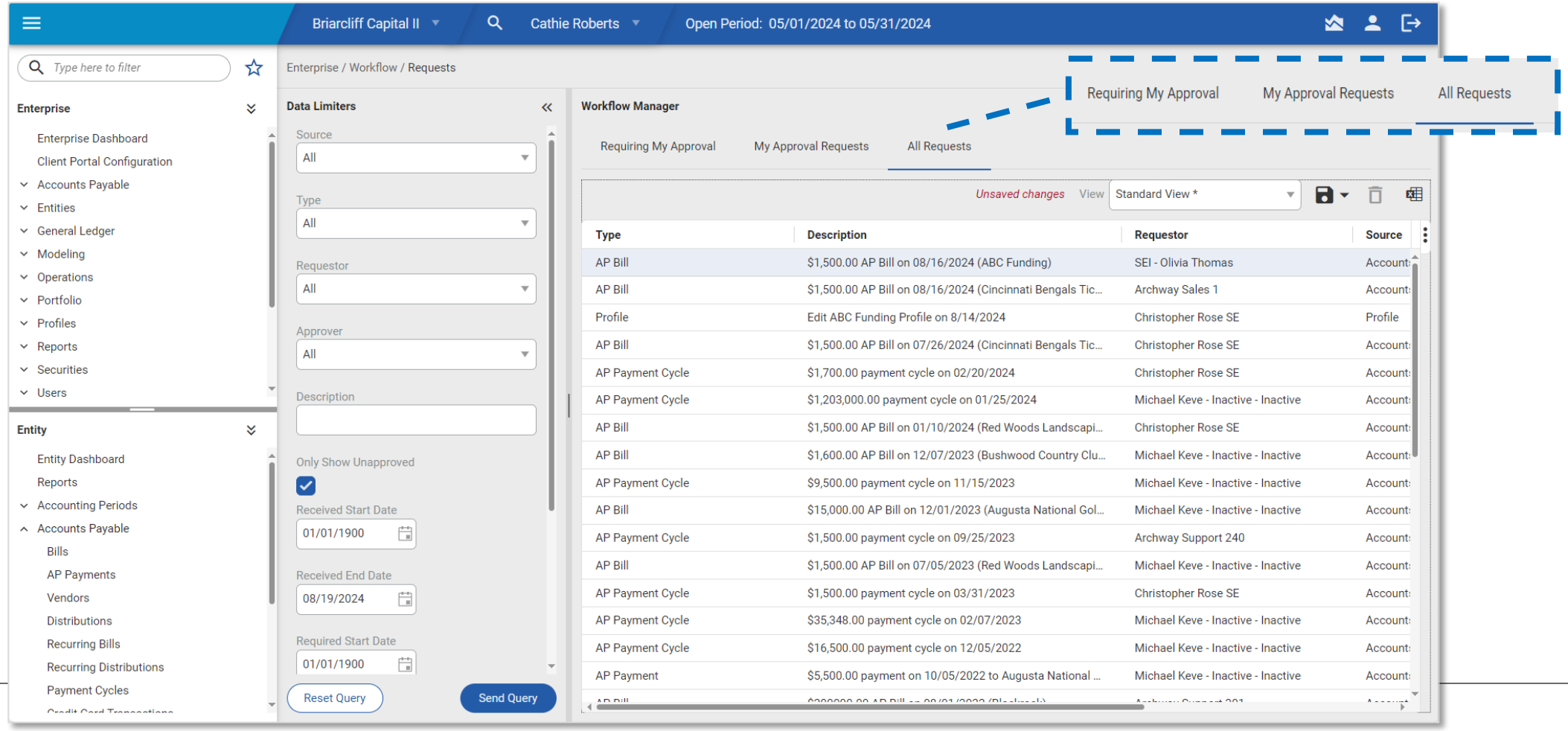
Unique methods: After approval revisions process.



Unique methods: After approval revisions process.



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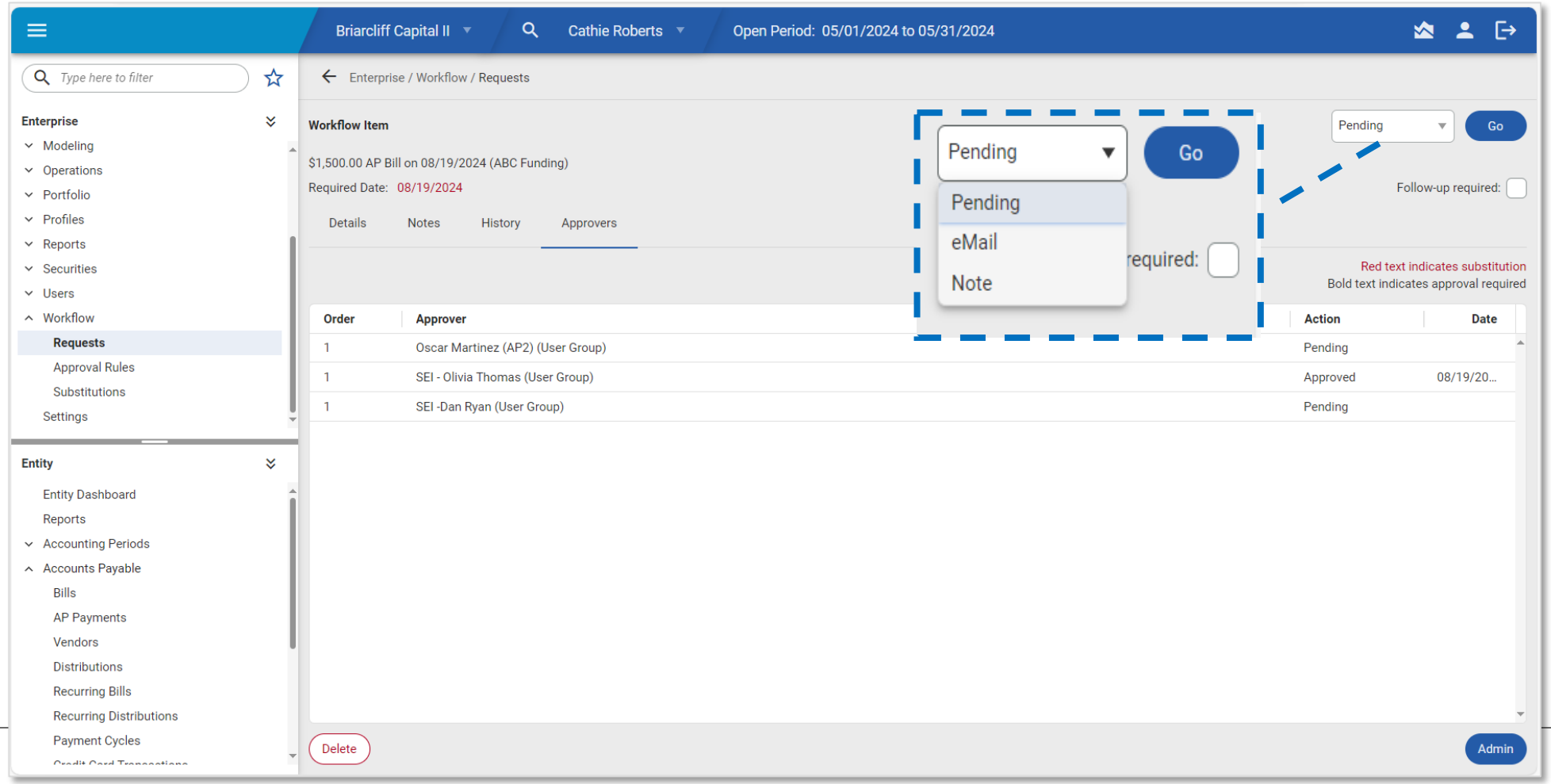
Unique methods: After approval revisions process.



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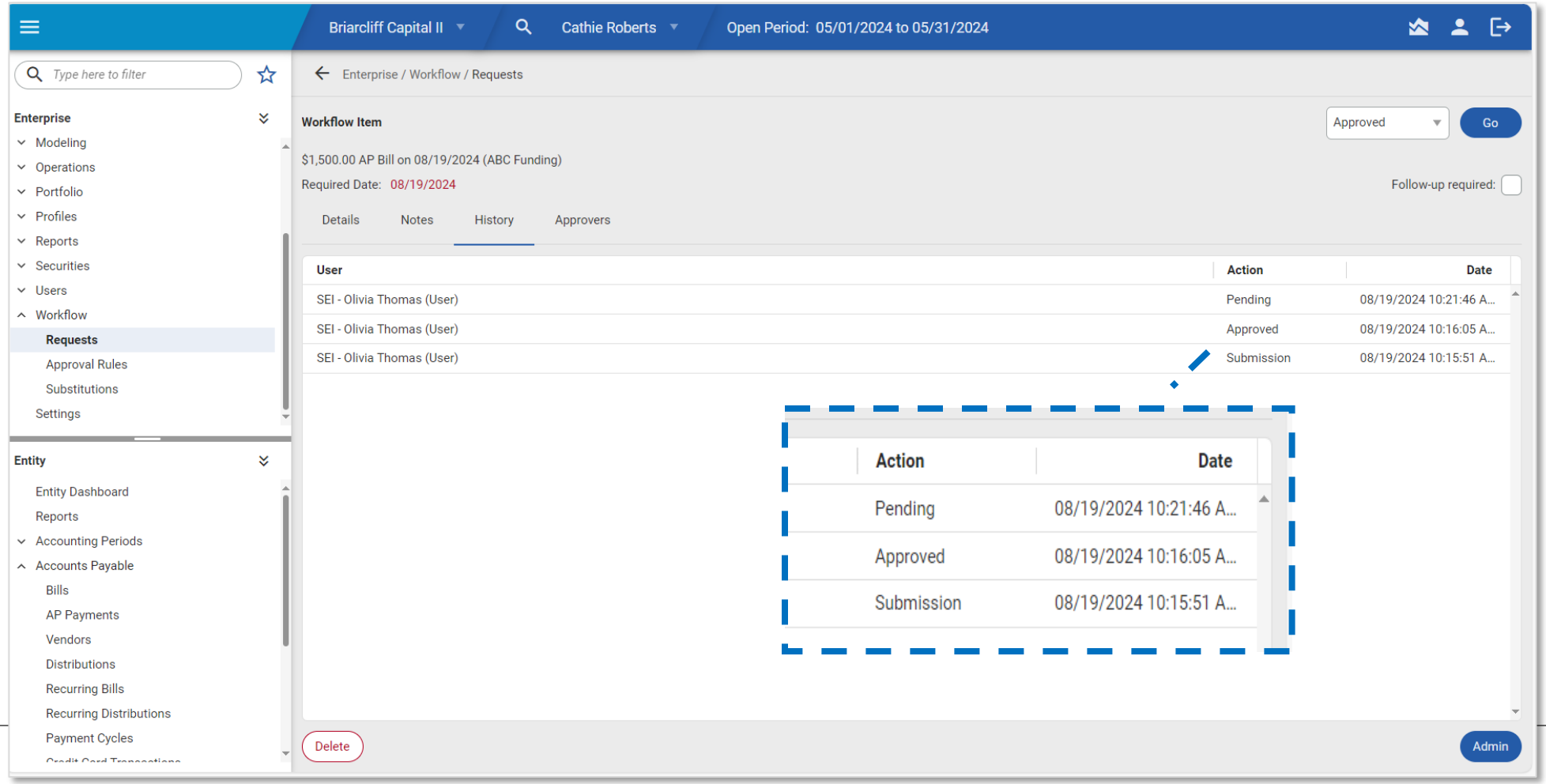

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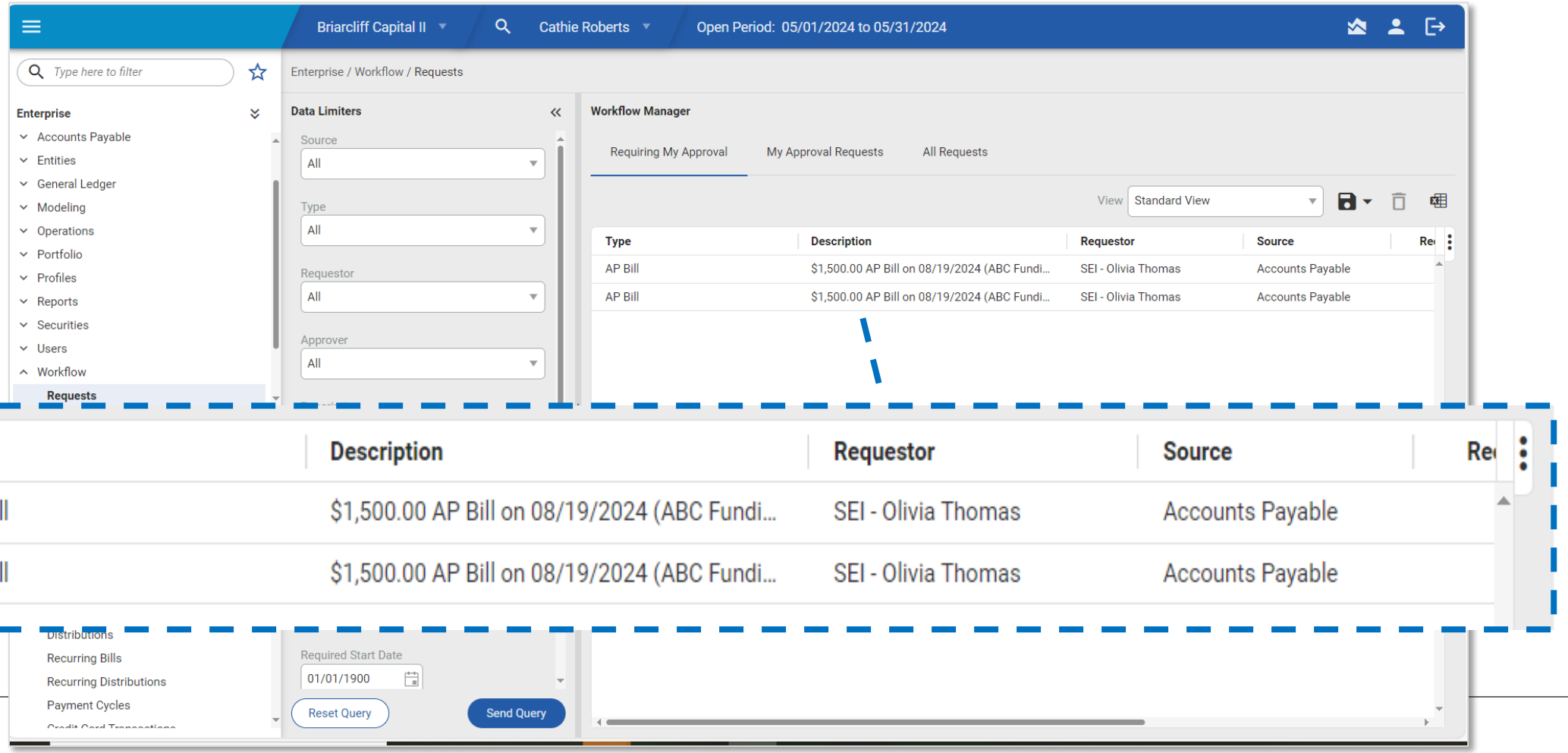
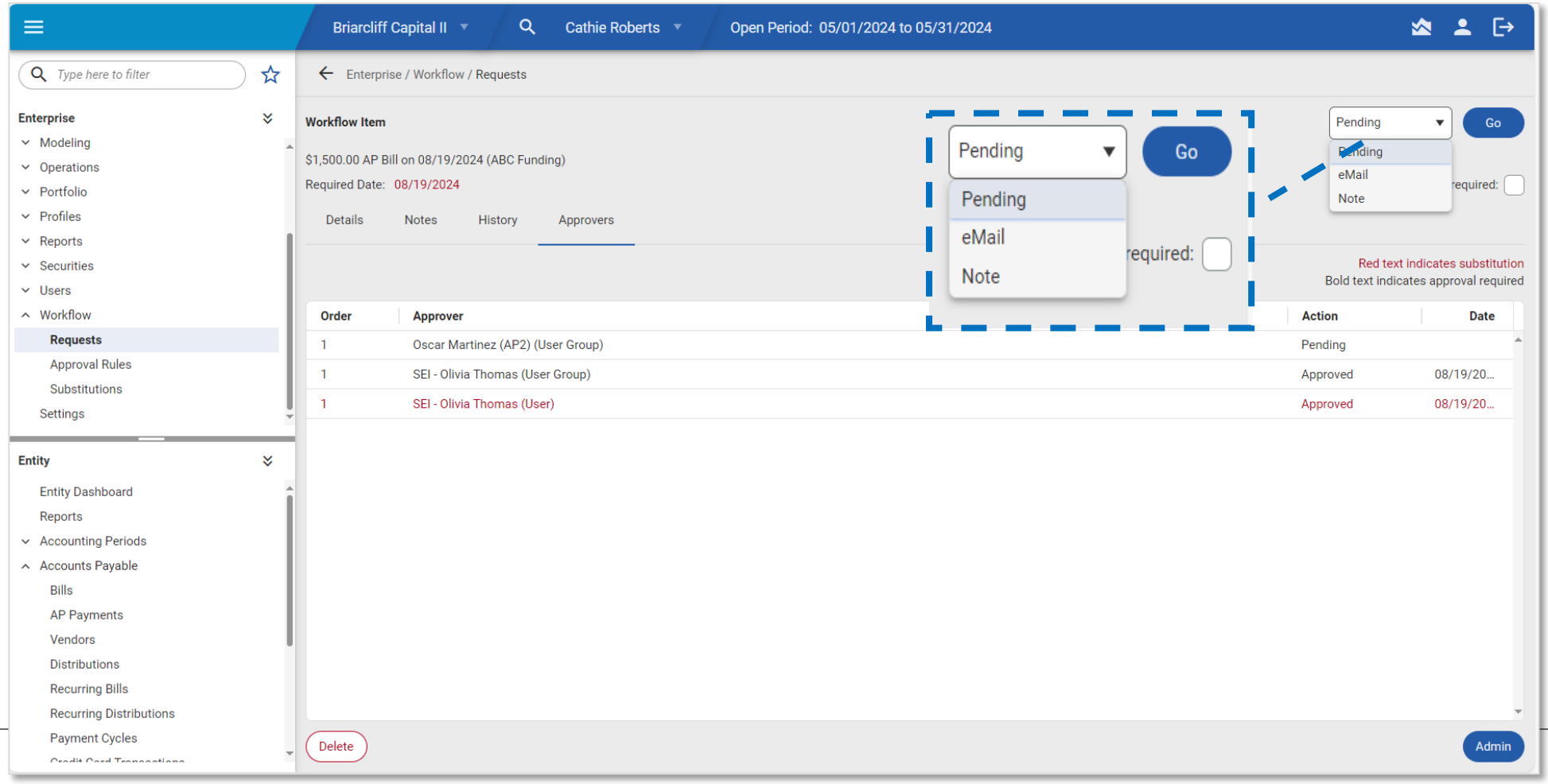
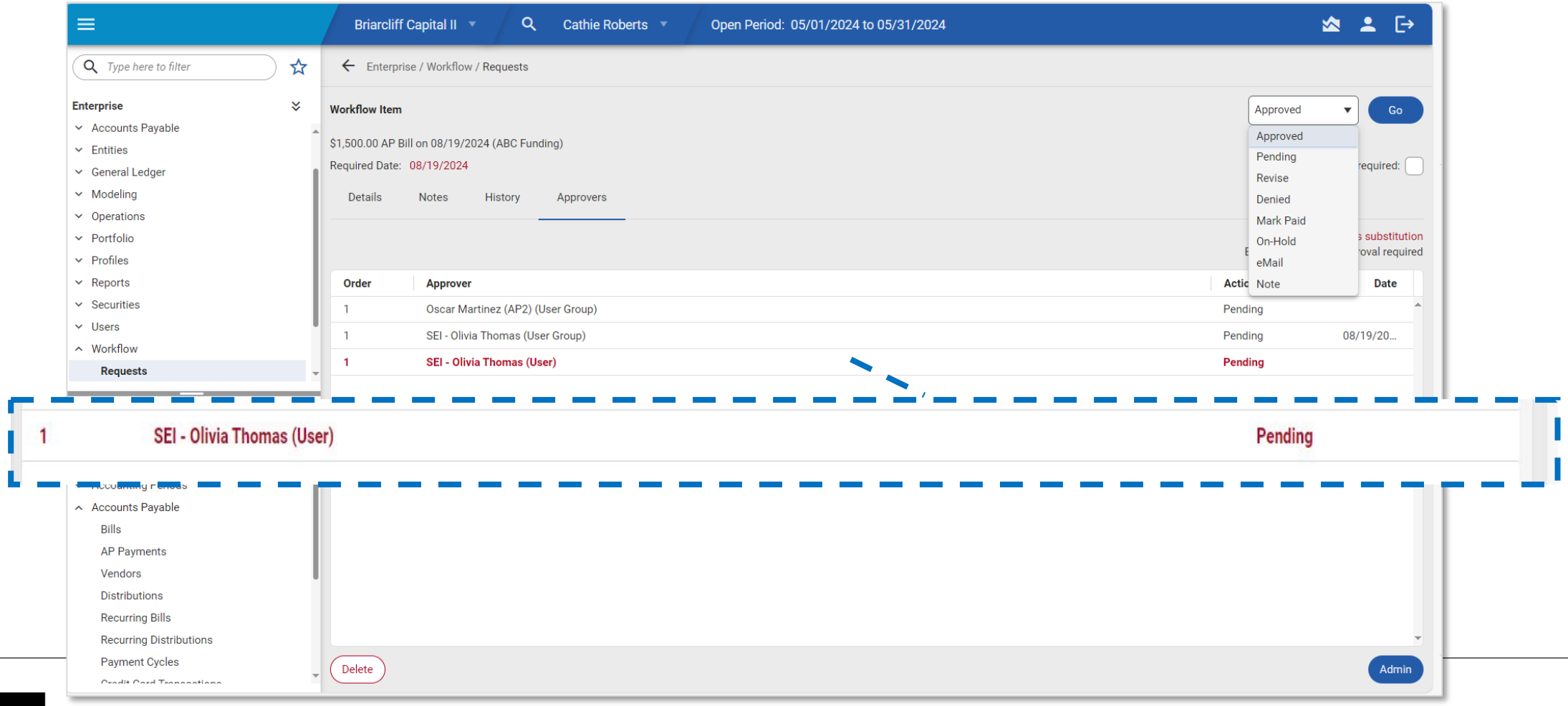
Unique methods: Revisions adding a substitute in workflow.



Unique methods: Revisions adding a substitute in workflow.



Unique methods: Revisions adding a substitute in workflow.



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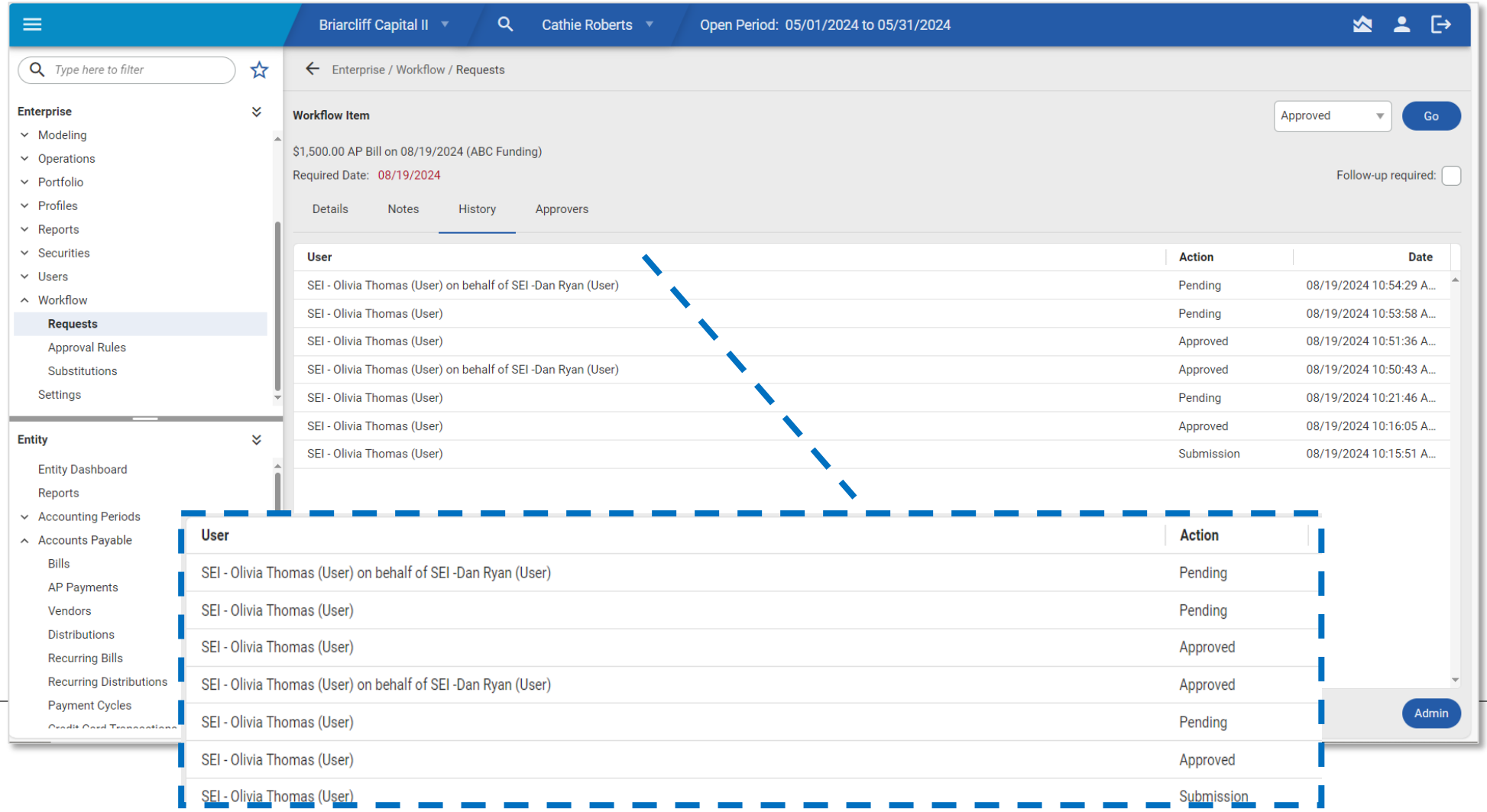
Unique methods: Revisions adding a substitute in workflow.



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Customizing your AP workflows.

Additional resources.

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Additional resources: Reports and queries.

- Available **queries**:
  - AP Workflow History
  - AP Workflow History with Amount
  - Approved Workflow
  - Data – AP Payments and Workflow Items
- Available **reports**:
  - Bill Days to Payment
  - Bill Aging Detail

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Additional resources: Documentation.

- Workflow Overview: Workflow (helpdocsonline.com)
- Workflow Requests: Workflow Requests (helpdocsonline.com)
- Workflow Substitutions: Workflow Substitutions (helpdocsonline.com)
- Notifications Manager: Notifications Manager (helpdocsonline.com)

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Additional resources: Highlighted enhancements.

- Approval Rules Configuration:
  - No cap on minimum amount in approval rule, AKA you can track credits now too/all bills coming into the system
  - Entity/Vendor filtering tool
- Workflow items will show triggered approval rule for requests including payment requests
- Client Portal: Filter selection to display future bills
  - Checkbox to select or deselect the future bills display

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Additional resources: Immersion session materials.

Access the Immersion session materials
www.seic.com/2024imm

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Additional resources: How to stay in touch.

Connect with your
Client Service team in Nashville

Contact support at
awsupport@seic.com

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ARCHWAY PLATFORM

Questions.

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Where to next.

Coffee break
@ 3:30pm

Late afternoon sessions
@ 3:45pm

Evening reception at Bell Bottoms Up
@ 6:00pm
Meet in the lobby @ 5:30pm

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Where to next.

1. Partnering for success: How Canoe and SEI drive alts data automation for family offices.
2. Ranches, central disbursement accounts, and other unconventional entities tracked on the Archway Platform.
3. The mechanics of performance reporting.

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